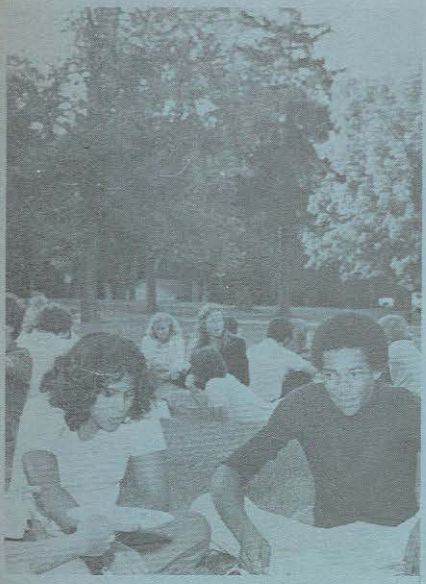

Lake Forest COLLEGE

Student Handbook 1978-79

LAKE FOREST COLLEGE
CALENDAR
1978 – 1979

FALL

Sept. 9	New Student Arrival/ORIENTATION '78
Sept. 11	Returning Student Arrival
Sept. 12	Registration
Sept. 13	Fall Classes Begin
Sept. 29	Parent's Weekend
Oct. 13	Homecoming Weekend
Oct. 23	Mid-term Grade Reports Due
Nov. 23	Thanksgiving
Nov. 24	No Classes
Dec. 1	Classes End
Dec. 2-3	Reading Days
Dec. 4-7	Final Examinations
Dec. 8 to Jan. 3	Winter Recess*

WINTER

Jan. 2	New Student Registration
Jan. 3	Winter Classes Begin
Jan. 26	3½ Week (Jan.) Courses End
Jan. 30	3½ Week (Feb.) Courses Begin
Feb. 21	Reading Day (7 Week Courses)
Feb. 22-23	Final Examinations (7 Week Courses)
Feb. 23	3½ Week (Feb.) Courses End
Feb. 27-28	No Classes

SPRING

Mar. 1	Spring Classes Begin
Apr. 7-15	Spring Recess**
May 25	Classes End
May 26	Reading Day
May 28-31	Final Examinations
June 2	Commencement

*Residence halls and food service closed
**Residence halls open; food service closed

FOREWARD

This handbook contains useful information about the policies, services and facilities of Lake Forest College. The Student Handbook is cross-indexed with the College Bulletin (see the Index on page 149 of the College Bulletin), and is also an official College publication.

The Student Handbook is divided into five sections. Section I is comprised of academic rules and regulations. This section should be consulted for guidance on anything from Off-Campus Programs to requirements for Senior Thesis Honors.

Section II on student life has four parts which include Student Government, Campus Organizations, a descriptive listing of Honors and Awards available to students, and Strange Facts, a potpourri of interesting items.

Section III provides a comprehensive listing of all Campus Services including location, office hours and basic functions.

Section IV is divided into three parts which cover all aspects of Residential Life.

The last section includes official College policy statements. The College governance plan, the judicial system, statements required by federal law, and other matters are set forth in Section V.

The Student Handbook is both a reference tool and a day-to-day assistant. A Ten Month Convenience Calendar makes the Student Handbook suitable for an appointment book; emergency numbers are located on the inside back cover; and several charts and maps should help everyone gain an accurate overview of Lake Forest College.

Please read the Student Handbook! The question you answer may be your own.

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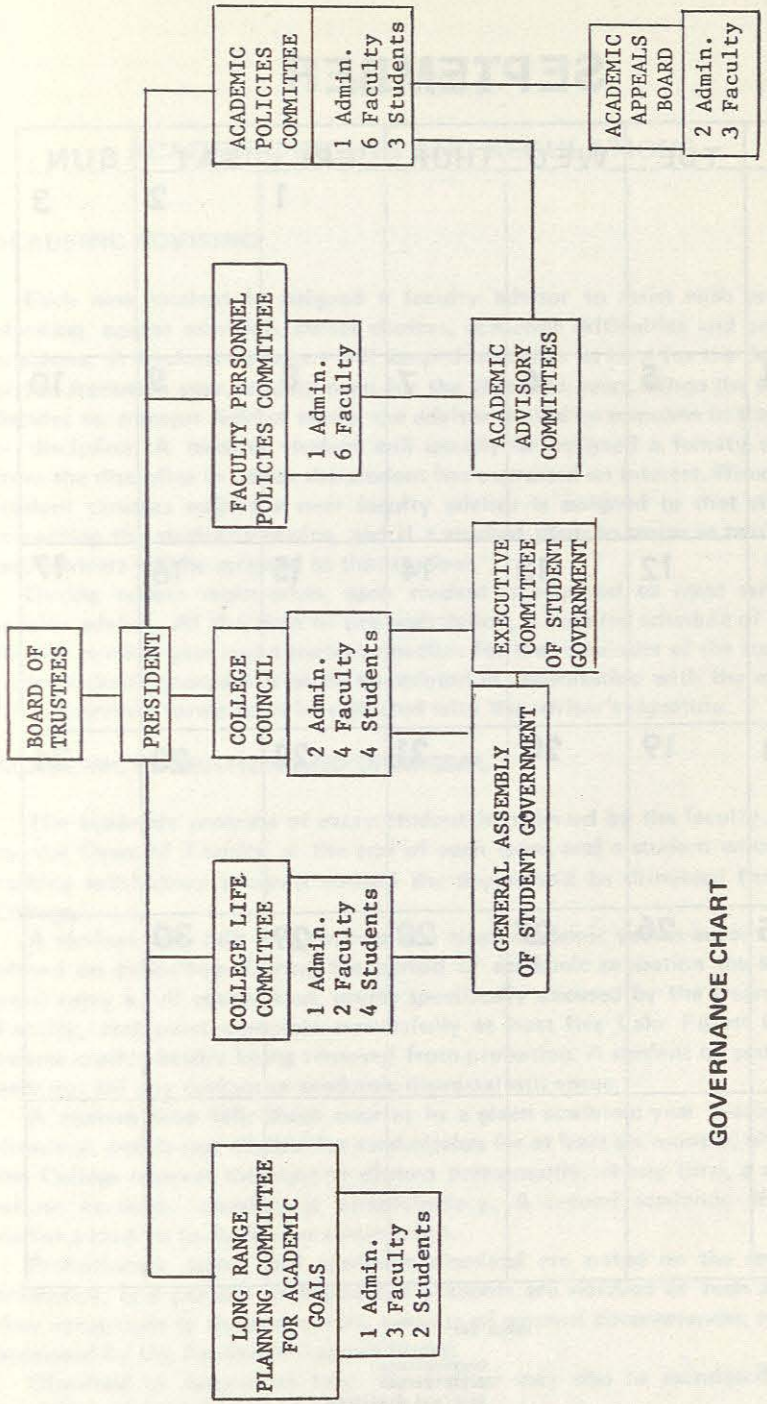


GOVERNANCE CHART

SEPTEMBER

MON	TUE	WED	THUR	FRI	SAT	SUN
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Watch for:

Convocations
Registration
Drop/add deadlines
Parents Weekend

SECTION I

ACADEMIC RIGHTS AND REGULATIONS

ACADEMIC ADVISING

Each new student is assigned a faculty advisor to assist with program planning, course selection, career choices, academic difficulties and personal problems. A freshman student will keep this advisor at least for the duration of the freshman year, usually even for the first two years. When the student decides on a major field of study, the advisor should be someone in that field or discipline. A transfer student will usually be assigned a faculty advisor from the discipline in which the student has expressed an interest. Whenever a student changes majors a new faculty advisor is assigned to that student, respecting the student's choice, and if a student plans to major in two fields, two advisors will be assigned to that student.

During course registration, each student is required to meet with the faculty advisor. At the time of pre-registration, a detailed schedule of classes for the coming year and a tentative outline for the remainder of the student's undergraduate program is to be completed in consultation with the advisor. All registration forms must be validated with the advisor's signature.

ACADEMIC PROBATION AND DISMISSAL

The academic progress of every student is reviewed by the faculty and/or by the Dean of Faculty at the end of each term, and a student who is not making satisfactory progress toward the degree will be dismissed from the College.

A student who fails two courses in a given academic year is automatically placed on probation. During the period of academic probation the student must carry a full course load, unless specifically excused by the Dean of the Faculty, and must complete successfully at least five Lake Forest College course credits before being removed from probation. A student on probation may not fail any courses or academic dismissal will ensue.

A student who fails three courses in a given academic year is subject to dismissal, and is not eligible for readmission for at least six months, although the College reserves the right to dismiss permanently, at any time, a student whose academic standing is unsatisfactory. A second academic dismissal makes a student ineligible for readmission.

Probationary status and academic dismissal are noted on the student's transcript, and parents of dependent students are notified of such actions. Any exceptions to the above rules, because of unusual circumstances, must be approved by the Academic Appeals Board.

Dismissal or suspension from the College may also be mandated under conditions set forth under the judicial process.

PROTECTION OF FREEDOM OF EXPRESSION

The professor in the classroom and in conference shall encourage free discussion, inquiry, and expression. Students shall be evaluated solely on the basis of their academic performance, not on their opinions or conduct in matters unrelated to academic standards.

ACADEMIC EVALUATION AND APPEAL PROCEDURE

Students are responsible for maintaining standards of academic performance established by their professors, but they shall have protection against prejudiced or capricious academic evaluation.

Students shall be informed at the beginning of the course of the evaluative criteria which are to be used for that course.

When a student feels that his final grade in a course has been prejudiced or capricious, and he has been unable to resolve the matter through interaction with the faculty member involved, the student may call the matter to the attention of the departmental chairman. After the student has filled out an appropriate form specifying the details of the alleged injustice, the chairman will appoint a committee of the instructor's colleagues to meet with the student and the instructor and hear evidence concerning the alleged injustice. The student must contact the chairman within two calendar weeks following the beginning of classes in the term following that in which the alleged injustice took place. Whenever possible, the committee will consist of three members of the instructor's department. In a case where the department is too small to permit this procedure, the committee may be composed of two colleagues instead of three. When the departmental chairman is the instructor accused of the alleged injustice, the student may contact another senior member of the department, who will appoint a review committee.

Any student requesting a review is responsible for presenting for review all tests, papers, etc., which enter into a grade and which have been returned to him. Instructors will have to keep on file, for at least a term following that in which a course is offered, all tests, papers, etc., which enter into a grade and which have not been returned to students.

After hearing all available evidence in a particular case, the members of the review committee should meet with the instructor, the student not being present, and state their opinions concerning the matter. If there is unanimous agreement among the committee members that a grade should be changed, the instructor is obligated to change the grade accordingly. In the absence of such unanimous agreement, the grade decision rests solely with the instructor.

This policy was approved by the faculty on June 3, 1977, (with editorial revisions) July 18, 1977.

POLICY ON ACADEMIC HONESTY

Lake Forest College, like any other community, depends upon the integrity of its members to achieve its aims. Students are therefore responsible for intellectual honesty in all their academic work. Moreover,

faculty and students alike share the responsibility for fostering and preserving intellectual honesty in the college as a whole. In order that there be no misunderstanding about the nature of this responsibilty regarding examinations and written work, the faculty has established the following rules and procedures:

Section I—Examinations: No student shall give or receive any unauthorized aid concerning examinations.

(A) An examination will ordinarily be held at an appointed time and in a stipulated location(s). The instructor may decide whether or not to remain in the examination room, but in any case the instructor will be readily available for consultation throughout the examination.

(B) Individual instructors may upon occasion elect to depart from the procedure stated in (A) by giving "take home" examinations but in such cases they should clearly spell out to the class the conditions under which the examination is to be taken, e.g., time allotted, freedom for or restrictions on consulting written materials of specified types or conferring with other students or instructors.

Section II—Written Work: A student's name on any written work is assumed to be a guarantee that the work is the student's own, except where otherwise defined by the student through the use of footnotes, quotation marks, bibliography, and other forms of acknowledgement. The term "written work" includes all papers, essays, personal journals, examinations, and laboratory reports, and, by extension, all oral presentations and works in studio art.

(A) Professors may:
1) Prescribe any limitations on sources or assistance in any form.
2) Waive any requirements concerning the accrediting of sources.

(B) Students are not permitted to submit the same paper for credit in more than one course, except where there is strong academic jusification and the consent of all the instructors involved is obtained in writing well in advance of the papers' due dates. This regulation applies also in the case of a paper submitted in a previous term, written permission being required from both instructors, even if this has to be obtained by mail.

(C) Permission must be obtained for two or more students to work together on an assignment. All students involved in such a group effort will be held responsible for an intellectual dishonesty in any part of the work produced.

Section III—Plagarism: No student shall engage in plagarism as defined and discussed below:

Plagarism is the representing of someone else's work, either wholly or in

part, as one's own. It is copying, closely paraphrasing, or only slightly altering, someone else's work without explicit acknowledgement. Direct quotation of another, including phrases and clauses, must always be indicated by quotation marks and a footnote identifying the source. When summarizing or referring in one's own words to what someone else has written, either to content or the organization of the ideas, the footnote is required, though quotation marks are omitted. All sources consulted in the preparation of a paper must be listed in the bibliography, giving author, title, place, date of publication, and publisher, even if only part of the work has been used.

Section IV—Determination of Violations

(A) At the beginning of a course each instructor should clearly describe in writing any interpretations of the above guidelines which are specific to the course.

(B) An instructor suspecting violations of any item relating to Sections I,II, and III will meet with the student concerned to discuss the situation. It is hoped that this conference will provide an opportunity for the student to clear himself or herself to the satisfaction of the instructor, thereby terminating the proceeding. In any event it is the responsibility of the instructor at the outset of this conference to inform the student of the faculty policy on academic honesty, possible penalities and appeal procedures. It is important that there be no discussion of a specific penalty at this time. If the student admits to the violation as alleged a brief description of the violation signed by the student and the instructor, should be forwarded to the Dean of Faculty by the instructor. Otherwise, if the student does not admit to a violation and if the instructor believes the matter should be pursued the instructor should send the description of the violation to the Chairperson and the Student Academic Advisory Committee of the Instructor's department, with a copy to the student involved.

(C) The Chairperson (or other designated faculty member if the instructor involved is the Chairperson) shall schedule and convene a meeting of the departmental Student Academic Advisory Committee, the instructor, the student (if willing), and others whom the committee may find appropriate in order to determine whether and to what degree a violation has occurred. The student may submit a written appeal (anonymously, if desired), prior to the meeting, to the Student Academic Advisory Committee. A student appearing before this group has the right to be assisted by any one member of the college community. Three affirmative votes are necessary for a ruling. If a ruling of violation is not obtained, the matter will be dropped and no record of the proceedings sent to the Dean of the Faculty. Otherwise a brief description of the violation, including the names of the student and instructor involved, will be

sent to the Dean of Faculty, who shall make a recommendation either to the Instructor or to the President for action.

Section V—Penalties

(A) The faculty has recommended the following penalties for academic honesty violations:

1) First Violation—(At the discretion of the instructor)—failure (F grade or zero) in the course or project.
2) Second Violation—(At the discretion of the President)—suspension from the College for one year.
3) Third Violation—(At the discretion of the President)—expulsion.

(B) Once it has been determined that a violation has occurred through IV-B or IV-C, the instructor must contact the Dean of Faculty as soon as possible to ascertain whether the violation is the student's first at the College. If it is the first, the instructor will then assess an appropriate penalty (V-A-1).

(C) In the case of a second or third violation, the Dean of the Faculty will, in consultation with the instructor (and, if available, instructors concerned with the student's earlier violations), recommend to the President a penalty in accord with V-A.

(D) The affected student may appeal the penalty assessed under B or C above with a petition to the Academic Appeals Board, augmented for this purpose by three voting student members selected by the student government on an annual basis. A student has the right to appear before the AAB to present his appeal, and to be assisted by any one member of the college community. In a case appealed in this way at least four Board members must approve the previously assessed penalty or an alternative one. Failing such a vote, the determination of involvement remains on the student's record but no penalty is imposed.

(E) The Dean of Faculty shall keep a record of all violations committed by each student while at Lake Forest College.

ACADEMIC PROGRESS AND STANDING

Normally a student is expected to fulfill graduation requirements in four years. A student will be classified as a sophomore if the student has completed seven courses by the beginning of the second year in college, as a junior if he or she has completed fifteen courses by the beginning of the third year, and as a senior if the student has completed twenty-four courses by the beginning of the fourth year.

ACM PROGRAMS

Lake Forest College is a member of the ACM, Associated Colleges of the

COURSE WITHDRAWAL

All full-time students are required to carry a full course-load of four courses per billing period (i.e. September through January or February through May). A student is permitted to withdraw from a course, thereby falling below a full load, only under exceptional circumstances, when the academic advisor and the instructor agree, and specify on the Course Withdrawal form, that withdrawal is both necessary and appropriate. The approval of the Dean of Faculty is required for all course withdrawals. Approved withdrawal from a course within the first seven weeks of a course will result in a grade of W; approved withdrawal after the first seven weeks will result in a grade of W, if the student is passing, and a WF, viz. "Withdrawal Failing", if not. For the Winter Term, the grace period is four weeks for full-time courses, two weeks for January of February courses.

The consequences of withdrawing from a course after registration are serious:

1) The grade of W or WF becomes part of the student's permanent academic record.
2) The student falls behind one course and must therefore take an overload, or a summer school course in order to graduate on schedule.
3) There are no tuition refunds, either full or partial, for a dropped course, even when the course is an overload.

The student therefore forfeits the cost of the dropped course and must pay the full cost of making it up in the future. Normally Financial Aid cannot be used for making up a failed or dropped course.

CREDIT BY EXAMINATION

If a student feels able to meet the requirements of a regular course without attendance at class meetings, he or she may request permission to pass the course by examination. The student must have the consent of the instructor and the approval of the Dean of Faculty, and the instructor may make requirements in addition to the examination when these seem appropriate for a course. Credit earned by examination will not be recorded with a letter grade. The usual course fee will be charged for credit by examination.

CREDIT FOR SUMMER WORK ELSEWHERE

A student who plans to attend a summer session at a college other than Lake Forest must obtain prior approval for the program of study. Transfer credits may not be accepted for a student who fails to obtain approval. The student should report to the Registrar to obtain the necessary form.

DEAN'S LIST

The Dean's list recognizes students who have achieved distinguished academic records. It is compiled at the end of each academic year. To be selected for this honor, a student must have received during the year at least six letter grades, four of them "A", and no grades of "C", "D", or "F".

DOUBLE MAJOR

Students declaring a double major must be aware that they must complete course requirements in both major fields. Courses which may be counted for one major or another, such as Biology 300 or Chemistry 300 (Bio-Chemistry), may be counted for both majors in a double major upon petition and approval of the department heads of each field.

EXAMINATIONS

Final examinations must follow the published schedule. They may not be given to individual students prior to the beginning of the final examination period, but a faculty member is free to arrange an individual examination any time during the examination period if he feels that the student's request for change is justified. The examination for the rest of the class must be given at the scheduled time.

In lieu of a final examination in a course, term papers may be assigned, but in such cases the students are entitled to have until the end of the scheduled time for the examination in a course to submit their term papers.

Examination papers, particularly final examination papers and term papers, if not returned immediately to students, are to be kept at least for one term before they are destroyed so as to be available for examination by students. It is understood that papers from the spring term will be kept through the fall term.

FOREIGN LANGUAGE PLACEMENT

Students interested in continuing a language started in secondary school will be placed in the appropriate level courses on the basis of interviews with the Foreign Language Department faculty. Subsequent placement tests may be required of some students. As a guide, students generally may assume that each year of secondary school study of a language should qualify them to by-pass one term of the study of that language. If the appropriate level course is not available during the fall term, it will be offered during the winter or spring term.

GRADING SYSTEM

The College employs an A,B,C,D,F, grading system. The "A" grade is awarded for work of clearly outstanding quality. The "B" is given for superior but less than outstanding work. The "C" indicates satisfactory work. The "D" is given for work that is marginal but nevertheless passing. Courses in which a student receives a grade of "D" count toward graduation; however, the departments may require a grade of "C" or better in courses prerequisite to more advanced work. A course for which the grade of "D" is received may be repeated for the purpose of improving the grade, but not for additional credit. "F" indicates failure.

At Lake Forest, students may choose for each course to receive either "credit" only or a grade in the course, if the work is successfully completed.

Midwest. Other participating colleges include: Beloit, Carleton, Coe, Colorado College, Cornell, Grinnell, Knox, Lawrence, Macalester, Monmouth, Ripon, and St. Olaf. The ACM sponsors a wide variety of off-campus programs. Inquiries may be made from the individual program advisors, or the Office of Off-Campus Programs.

The ACM programs and the advisors for each are:

The Arts of London and Florence	McKeon
East Asian Studies (Japan & Chinese)	W. R. Smith
India Studies	Louch
Latin American Programs	Finnegan
Urban Studies in Chicago	Ticknor
Urban Education	Dyer
Wilderness Field Station	Louch
Geology in the Rocky Mountains	Martin
Newberry Library Program	Whatley
Oak Ridge Science Semester	
Natural Science advisor	Davis
Social Science advisor	Fischer
ACM/ICPSR Campus Coordinator	Fischer
Tropical Field Research	Finnegan
Women in Management	Riger

ADVANCED PLACEMENT

The College grants advanced placement and exemption from certain major requirements to entering students demonstrating proficiency in their work.

Each department reserves the right to set its own criteria for advanced placement. Generally though, students who have successfully completed Advanced Placement courses and taken the appropriate examinations provided by the College Entrance Examination Board may apply for college credit for this work. Grades of "3", "4" or "5" on the examinations entitle students to credit. Grades of "1" and "2" do not entitle students to credit. For more specific information, contact the department chairman concerned.

CALENDAR

Course work at Lake Forest College is scheduled into a calendar which is 3-2-3 or 3-1-1-3. The format provides two twelve-week periods of three courses each, on seven-week period of two courses. The seven-week middle, or winter, term, may be used for concentrated study of two subjects consecutively for three-and-a-half weeks each, or two subjects concurrently for the full seven-week period. Under the 3-2-3 plan, students, may take advantage of off-campus programs such as internships with nearby businesses, extended field trips, or course work at other colleges and universities.

CLASS ATTENDANCE

Each member of the faculty has the prerogative of establishing specific attendance regulations which, in the instructor's opinion, are best suited to the course.

COURSE LOAD

In the fall and spring the normal load is three courses, although a student may take a fourth course if the record indicates he or she is capable of completing an additional course satisfactorily and if the advisor agrees. In winter two courses constitute a full load. These may be taken concurrently or successively. Those courses in education which are required for certification but which are not credited toward a degree, and private music lessons or choir for credit may be added to the normal course load.

CREDITS

Credit in thirty-two courses is required for graduation. While credits are recorded by courses rather than by semester or quarter hours, each course may be regarded as the equivalent of four semester hours or six quarter hours.

COURSES AT BARAT COLLEGE

A student at Lake Forest may, upon approval of his or her advisor, register for up to four semester hours in a given semester at Barat College, for which full Lake Forest credit will be granted.

A schedule of courses at Barat College is available in the Registrar's Office. A student who wishes to register for a course at Barat should indicate the course on the registration form.

Lake Forest students travel to Barat, one mile away, primarily for additional coursework in the creative arts—dance, ceramics, painting. Barat students register at Lake Forest primarily in the sciences—biology, chemistry, physics. A bus shuttle service between the two colleges operates regularly each day. Bus schedules may be obtained from the Registrar's Office.

Barat College also offers lectures and cultural programs to which students of Lake Forest are invited.

COURSE CHANGES

In order to change from one course to another after registration a student must file a Change of Registration form. If this is not done failure in the course will be recorded. Except in unusual circumstances and for reasons beyond control, the student may not change from one course to another after the end of the second week of the Fall or Spring, or after the end of the first week of a seven-week course in the winter, or after the first three days of a January or February course. Course changes after the established deadlines need the written approval of the advisor, the instructor, and the Dean of Faculty.

The choice must be made no later than the end of the first week of classes in the term, except that in January or February terms the choice must be made no later than the third day of classes. An incomplete may be given only upon the initiative of the instructor and, except when special permission is granted by the Dean of Faculty, must be removed within the first week of the new term in fall or winter, and within one calendar week after the close of final examinations in the spring term.

Approved withdrawal from a course within the first seven weeks of a fall or spring term will result in a grade of withdrawal, "W". Approved withdrawal after the first seven weeks will result in a grade of "W" if the student is passing the course, and a grade of failure, "WF", if not. For the winter term, the period is four weeks for full-term courses, two weeks for January and February (half-term) courses.

The conditional grade of "X" permits a student who was passing a course until the time of the final examination or paper to repeat that work when, in the opinion of the instructor, a failure on the final work was clearly inconsistent with the student's earlier performance. If the work is satisfactorily completed, the "X" is converted to a "D", otherwise it becomes an "F".

The warning grade of "Y" is given only at the time of the mid-term grade report when a student is barely passing a course.

Grade reports for failing, barely passing, or incomplete work are made to all freshman students at mid-term. Final grade reports are mailed to students at their homes at the close of fall and spring terms, and at their campus boxes at the close of winter term.

GRADUATION WITH HONORS IN A PROGRAM

To graduate with honors in a department or interdisciplinary major (except the College Scholar Program) two criteria must be satisfied: (1) a demonstration of the student's mastery of the subject material, and (2) a demonstration of the student's ability to do creative scholarly work in an area. These two criteria are met as follows:

(1) A student must have a 3.5 grade point average (GPA) or above in all courses in the major taken at Lake Forest College. This is based on a 4.0 GPA or straight A's; a minimum of six must have been taken at Lake Forest College. (The grade point average is to be computed at the end of the term preceding graduation.)

OR

A student can choose to take the senior major examination (written or oral); however, a student must have a 3.0 GPA in the department to be eligible or be invited by the department to take such an exam. This will be evaluated by the department.

(2) A student must be evaluated as having an outstanding senior thesis. In exceptional circumstances (where a senior thesis seems inappropriate) a well-documented senior research project or imaginative creative project brought to fruition in the senior year may be a substitute for the senior thesis. The request for such substitution must be initiated by the project director and requires the unanimous approval of all members of the department(s) involved. This work must be evaluated as excellent by a committee which is defined similarly to the senior thesis committee.

SENIOR THESIS AND SENIOR THESIS HONORS

With the approval from a thesis advisor, the student's faculty advisor, the chairman of the department or interdisciplinary committee in which the student is majoring, and the Dean of the Faculty, students in their senior year may write a thesis for one or more course credits.

As soon as the Dean of the Faculty approves a thesis proposal, he appoints a three member thesis committee, at least one of whom must be extra-departmental.

Senior theses are to be submitted to the thesis advisor on Monday morning of the next to last week of classes in the term. A copy of the thesis must also be presented to the Dean of the Faculty who must approve its format. (For details on the proper format, see the information sheet distributed in the Office of the Dean of the Faculty.)

The thesis committee, of which the thesis advisor serves as chairman, determines, after reading the thesis and examining its author in person, whether or not it is acceptable as a senior thesis. If it is not acceptable, if it falls short of the standards expected of advanced undergraduate written research, in content or form, the chairperson will grade the student's work as a "Research Project." If the committee finds the thesis acceptable, but not outstanding, the chairperson will grade the student's work as a "Senior Thesis." If the thesis is found to be an outstanding and original piece of research, the committee will award the student Senior Thesis Honors, a distinction that will be recognized in the Commencement Program as well as on the student's transcript. This award of Senior Thesis Honors is to be made regardless of whether the student is to graduate with an Honors degree in a program.

INDEPENDENT STUDY

Increasingly, independent study and research under the guidance and supervision of members of the faculty is sought by students as an avenue of investigating areas beyond the limits of the formalized course.

Qualified students may engage in independent study with the appropriate approval of the faculty. A student may take no more than a total of seven independent courses, tutorials, research, senior thesis, creative projects, or off-campus activities such as internships.

In addition to the registration with the Registrar, approved plans must be submitted to the Office of the Dean of Faculty before the beginning of the term in which the study is to take place.

A student may undertake a research project, under the supervision of a faculty member, during the junior or senior years. A student may take one one course-equivalent of research per term with a maximum of four course-equivalents during the junior and senior years. The category of research will include senior thesis programs.

A student may take a tutorial project (a directed reading project) under the supervision of a faculty member during any term after the first term of the freshman year, but no student may take more than four tutorials while at Lake Forest College, and no more than one per year.

A student may undertake a creative project in the fine arts under the supervision of a faculty member after the first term of the freshman year, but no more than four such projects are allowed toward the degree and no more than one may be undertaken in a given academic year.

An internship is an independent study which is pursued off-campus in an established organization under the immediate supervision and partial evaluation of someone else outside the faculty. A student may earn a maximum of four course credits in internships. No letter grades are given for internships.

COLLEGE SCHOLAR PROGRAM

The College Scholar Program emphasizes self-determination for its students. The responsibility for initiative in the program lies with the student, beginning with presentation of his or her case for admission to the program.

In the spring term applications are invited from students who will be juniors by the end of the fall term of the following academic year. Admission is determined by the College Scholar Committee on the basis of:

1) The student's aptitude for excellent academic performance.

2) The likelihood of the student's maintaining high motivation in a program of self-directed work.

3) The probability of successful completion of the student's general study plan in the light of the goals and capacities of his or her own scholarship, of the College, and of the Scholar Program.

The student applying prepares a general study plan, consulting with a faculty member who agrees to serve as the student's college scholar advisor. The general study plan is a crucial sample of performance for purposes of judging admission to the program.

In the general study plan a student defines a special field of interest but this field need not correspond to existing departmental divisions. It is expected that the plan will represent an integrated program of study, not a collection of discrete units, and that it will include a variety of methodologies providing the breadth of a liberal education.

Students admitted to the program and their advisors will derive from the general study plan a specific plan of study for the first year of participation and a tentative outline for the second. Decisions regarding the method of evaluation and the credit value of courses and projects also will be made at this time. The student is expected to pursue courses and independent study projects which contribute to the achievement of the objectives stated in the general study plan. These may include regular courses and seminars, but presumably a significant portion of a student's time will be devoted to self-directed independent study projects (including laboratory research, directed reading, tutorials, and internship projects).

SUMMER SESSION

Schedules and registration forms for the LFC summer term may be obtained in the Registrar's Office. Independent study during the summer is restricted to internships. Other independent studies will be approved only in *very* exceptional cases, and only if it can be demonstrated that a student's academic program makes that work a necessity.

OFF-CAMPUS PROGRAMS

Especially during their junior year students may live and study abroad through one of the college's Term Abroad programs. Each of these programs is limited to one academic term, is planned and directed by members of the Lake Forest College Faculty. Since the classes abroad are a regular part of the academic schedule of the college, credit is given by Lake Forest.

Term in America (winter term)
Fall term in Mexico (not offered 1978-79)
Marine Biology Trip (winter term)
Athens Study (spring term)

In addition, off-campus study is possible through the various ACM programs for which credit if given by Lake Forest College.

Application procedures:

A student becomes a participant in one of the off-campus programs of Lake Forest College upon acceptance by the department or the supervisory committee appropriate to the particular program, with the concurrence of the Director of Off-Campus Programs. Major considerations in determining

admissibility to a program are:

evidence of academic motivation and promise of adequate academic work;

usually an average of B- or better will be expected;

reason to believe that the student will benefit from the particular program; the applicant's major interest and the reasons given for wanting to join the program are important considerations.

If the group of applicants is larger than the number who can be admitted, preference will be given to majors and to upperclassmen. Freshmen and last-term seniors are ineligible.

Each applicant must present the following:

A completed application form, including parental signature*, and waiver*
A medical report*
A deposit of $250 (make check payable to Lake Forest College; if student withdraws, $50 is non-refundable; and the remaining $200 is refundable only if his/her place can be filled)

The admitting committee will also consult the academic record at the school where the student is presently enrolled, and seek the opinion of the Dean of the Faculty.

Students at other institutions must also supply:
An official transcript
A recommendation from a faculty member

All parts of the application listed above are due at the deadline. If payment of the deposit involves a real hardship, the applicant may make special arrangement with the Director of Off-Campus Programs. No applicant will be accepted into the program until all the conditions are met.

Deadlines are as follows:

Term of the Program	*Due Date*	*Absolute Deadline*
Fall	May 1	June 1
Winter	May 1	October 1
Spring	May 1	November 15

Applications should be submitted in full before the due date. Completed applications will be evaluated as they come in; decisions on late applications will thus be the last to be made. After the absolute deadline no additional applications will be considered.

*The forms marked with an asterick above may be obtained from the Office of Off-Campus Programs, 105 Carnegie, Lake Forest College, Lake Forest, IL 60045.

Cost of participating in a program includes:

Tuition at the regular Lake Forest College rate.
Small student activity fee.
Travel to and from the location of the program.
In some cases an excursion fee for field trips.
Lodging and meals.
Books and incidentals, including individual travel.

There are many overseas programs to which students may apply individually. The Office of Off-Campus Programs is building a *file of information* for interested students to consult. Eventually the office hopes to have enough knowledge of various programs to offer specific advice. The file is available now; students may read overseas program literature *in the office*, or they may also see ACM programs.

RECORDS OF ACADEMIC WORK

The Registrar's Office maintains a permanent transcript, for each student, on which are recorded the courses a student is enrolled in, his grades, credits, etc.

PRE-REGISTRATION AND ROOM DRAW DEPOSIT

Each spring returning students enrolled in the College who have paid a $100 deposit pre-register for the next academic year. Pre-registration should be completed before the end of the spring term. Students who have pre-registered by this date will be given first priority in classes for the coming year. After this date, students must register in the fall after all new students have registered.

The $100 pre-registration deposit is also required for students who wish to participate in spring room draw.

Students receiving Financial Aid (including independent students) and whose expected parental contribution shown on the Award Certificate is $1000 or less may secure a "Statement of Intent" from the Director of Financial Aid.

A "Statement of Intent" is a temporary substitute for the cash deposit. It is valid only until July 15. By this date, the cash deposit must be sent in. It will be necessary to cancel the pre-registration and housing of any student who has signed a "Statement of Intent" but fails to make the pre-registration deposit by July 15.

Any student making the pre-registration and room draw deposit who subsequently decides to withdraw from the College will have the deposit refunded in full if the student does not draw a room, and the Office of the Dean of Student Affairs is notified in writing prior to July 15, 1979. No refund is made if a room has been selected, and any withdrawal or leave of absence requested after July 15 will result in a forfeiture of the deposit.

Any pre-registration that is cancelled will result in a $25 reinstatement fee being charged. It should be noted that this fee does not entitle the affected student to enroll in the courses previously scheduled, but rather to register for those courses available.

New students plan a tentative course schedule during the summer preceding their entrance to the College. Registration is completed on designated registration days in September.

REQUIREMENTS FOR GRADUATION

A total of 32 courses is required for graduation. A minimum of 8 courses is required for each major *(a maximum of 15 is permitted)*. Each major department may specify certain courses that must be included in the major. A listing of these specified courses is included in the College Bulletin. The student must satisfy the major requirements without exceeding the maximum number of courses allowed in the major.

RETAKING COURSES

Repetition of a course will not remove the original grade, but rather both grades will be recorded. A course in which a passing grade was received may not be repeated for additional credit. However, students do earn academic credit when the first grade was failing and the second grade is passing. Permission to retake a course must be approved by the student's advisor.

The college does not attempt to evaluate retaken course work. The evaluation is left to other institutions which the student may attend.

TRANSCRIPTS

Every student is entitled, without charge, to one certified copy of his College record. The Registrar's Office charges $1.00 for each additional official transcript requested. Students must clear financial obligations with the Business Office before transcripts will be released. Forms are available at the Registrar's Office for transcript requests. A period of a week should be allowed for filling the request. Official transcripts are released only upon authorization of individual students or alumni.

TRANSFER OF CREDITS

An official transcript from the issuing institution must be made available to the Registrar's Office before any academic work done elsewhere may be accepted for Lake Forest College credit.

The College is most likely to recognize a course taken at another accredited institution if Lake Forest offers a comparable course. Also, courses at other accredited institutions which are in the Liberal Arts tradition, but do not have comparable counterparts at Lake Forest, may be granted credit. LFC students are required to receive prior approval from the College before

taking course work at other colleges. The Registrar evaluates transcripts for LFC course credit. However, students may appeal decisions to the Academic Appeals Board.

TUITION CHARGES (See College Bulletin)

WITHDRAWALS, LEAVES, AND TRANSFERS

To insure prompt release of transcripts, grades, etc., please pay careful attention to the following procedures:

1. A "Separation Form" should be obtained from the Dean of Student Affairs Office and an interview scheduled with Ms. Croskey.
2. Check with the Financial Aid Office to be sure that any scholarships or other awards are appropriately terminated.
3. Clear your account with the Business Office, i.e., securing the $100.00 deposit to maintain class status, etc. for Leaves of Absence.
4. Provide a written statement concerning your reasons for departure from Lake Forest College - this statement will be treated confidentially, and is very useful in helping the College identify areas which may need attention.
5. Interview: Please bring to the interview with Ms. Croskey your completed Separation Form and the Statement concerning your reasons for departure.

Please Note:

—Academic or disciplinary dismissal take precedence over Withdrawal.
—If an extension of your Leave of Absence is warranted, it is your responsibility to contact the Academic Appeals Board by July 15th of the oncoming academic year to avoid forfeiture of your $100.00 deposit. This deadline pertains to any change in student status.
—Leaves of Absence are limited to half year or full year periods; extensions may be granted for a maximum leave of two years.
—Students who Withdraw and thereafter wish to return to Lake Forest College must reapply for admission to the College.
—I.D. card forwarded for validation of the Separation Form.
—Keys should be returned to your Head Resident.

READMISSION

Students applying for readmission need to reapply formally through the Admissions Office describing their activities while away from campus and the date that they hope to return. In the event of dismissal for academic reasons, students are not eligible for readmission for six calendar months. In cases of dismissal for disciplinary reasons, eligibility for readmission is stated at the time of dismissal. No readmission is given to persons dismissed twice for academic reasons.

OCTOBER

MON	TUE	WED	THUR	FRI	SAT	SUN
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Watch for:

Homecoming
Mid-terms

SECTION II

STUDENT LIFE

(A) STUDENT GOVERNMENT

HISTORY

The first Lake Forest College student body self-governing organization was the Student Council which was established in 1917. Between 1917 and 1969 the student self-governing organization took various forms, from a Student Association and Student Congress of the 1930's to the Community Government Association (CGA) of the 1960's.

Between 1969 and 1972 the student body self-governing organization at LFC underwent several radical changes. During this time the students were governed successively by four different governing bodies: The Community Government Association (CGA), the Student Coordinating Committee (SCC), an intermediary junta, and the Provisional Revolutionary Government (PRG). The present student governing system, known as the Student Government (SG), was established during the spring of 1972 following the collapse of the PRG.

The current Student Government is composed of the General Assembly (GA) and its subcommittees, the Executive Committee (EC), and the three SG officers: the President, Vice-President, and Treasurer. Student members of other college governance committees also play an active and important role in the Student Government. In addition, campus organizations are supported by Student Government.

STUDENT GOVERNMENT OFFICES

The Student Government Offices are located in Common place next to the vending machines. The offices consist of the SG Main Office, the SG Copy Room, and the SG Office Wing (above the Main Office). The SG Office Wing contains the Conference Room , where SG and organization meetings are held, as well as various student organization offices (Film Group, Yearbook, Outing Club, Special Events).

The Main Office is open regularly Monday through Friday from 8:30 a.m. to 5:30 p.m., but it is not unlikely to find someone in there on the weekends or at night. Everyone is encouraged and welcome to stop in at any time.

Phone 234-3100, ext. 452/outside number 295-3540. Address any correspondence to Student Government

STUDENT GOVERNMENT OFFICE STAFF VOLUNTEERS

In order to keep the SG Office open from 8:30 a.m. to 5:30 p.m. during the week, we rely on student staff volunteers. Any student who can spare an hour or more one or more days a week is invited to come by the office and sign up. It is a great place to make new friends and meet old ones, and if nothing else is happening, it is not a bad place to study between classes.

ELECTIONS AND APPOINTMENTS

Student Government Officers, Governance Committee positions, and most campus organization leaders are chosen in the spring. Consult the SG Constitution, Governance elections sections, and organization write-ups for details. There are many ways to be involved in Student Government without running for an elective office. Throughout the year SG will be sending out notices to the student body announcing various committee openings. Applications for most organization positions are provided by Student Government. Petitions, where necessary, are to be signed by 50 full-time LFC students and are provided by the Dean of Student Affairs Office. All full-time LFC students are eligible to run.

MINUTES

Any student interested in receiving current minutes for any of the college governance committees should contact Student Government. In addition, minutes from previous years are kept on file in the Student Government Office and are open to review.

STUDENT GOVERNMENT CONSTITUTION

A. The name of this organization shall be the Lake Forest College Student Government.

B. The Student Government has oversight, within the framework of the College Governance System, of student affairs and supervision of student activities and activity funds.

C. The General Assembly

1) It is the responsibility of the Student Government to guarantee that residence halls purpose unit, and non-resident representatives are elected by their constituencies to serve on the General Assembly following the provisions set forth in this constitution.

2) Each General Assembly delegate will have one vote.

3) Residence hall representatives to the General Assembly shall be delegated proportionally as follows:

1-30 independent residents represented shall be assigned 1 delegate;
31-60 independent residents represented shall be assigned 2 delegates;
61-90 independent residents represented shall be assigned 3 delegates;
91-120 independent residents represented shall be assigned 4 delegates;
121-150 independent residents represented shall be assigned 5 delegates, and so on.

These representatives shall be elected from and by the independent residents in each residence hall.

4) Each purpose unit shall be represented at the General Assembly by one delegate elected by the purpose unit, additional delegates shall be awarded following the apportionments outlined in section C-3 of this constitution.

5) Non-resident representatives to the General Assembly shall be elected from and by the non-resident constituency following the apportionments outlined in section C-3 of this constitution.

6) General Assembly representatives elected in the beginning of fall term shall serve until a second election is held in early January.

7) In a case where a majority of a General Assembly representative's constituency determines that said representative is not performing his or her duties he or she shall be asked to resign and another representative shall be elected by his or her constituency to take his or her place.

8) The General Assembly shall meet at least once a month.

a. A simple majority of the General Assembly's elected membership will constitute a quorum.

* For information on the fall General Assembly elections see the General Assembly write-up.

b. Proxies at General Assembly meetings will be honored in the following manner:

1. A proxy can only be given to a member of the absent delegate's constituency.
2. A proxy must state the name of the person receiving it and the name of the person giving it. It must also state the specific date of the meeting.
3. Any member of the General Assembly or of the student body is limited to carrying one proxy per meeting.
4. Proxies will not be included in the establishment of a quorum.
5. General Assembly representatives may exercise the use of a proxy no more than twice per academic term.
6. Proxies will not be honored during the process of electing General Assembly representatives to the Executive Committee.

9) General Assembly members may be absent from no more than two meetings per academic term. Use of the proxy does not constitute attendance at a meeting.

a. Any General Assembly member who misses more than two meetings per academic term will be subject to removal from the General Assembly under the provisions of section C-7 of this constitution.

10) Procedures shall follow Robert's Rules of Order.

11) General Assembly Duties

a. The General Assembly has the power of veto over any legislation passed by the College Life Committee and the Executive Committee by a 2/3 vote of the elected members present.

b. The General Assembly shall elect three of its members to serve as delegates at large on the Executive Committee to be chosen no later than the third week of Fall term.

c. The General Assembly representatives to the Executive Committee of the Student Government shall serve until a second election can be held after the January elections of new General Assembly representatives. The time of this second election shall be determined by a majority vote of the General Assembly, but should take place no later than mid January. (Representatives elected at the first election may be re-elected at the second election.)

D. The Executive Committee

1) The Executive Committee shall consist of a President, Vice-President in charge of information, and a Treasurer who are elected by the student body at large, following the procedures recommended by College Governance. It shall also include three representatives elected out of the General Assembly, by the General Assembly. The President of the Executive Committee shall have the power to appoint one member of the student body at large to the Executive Committee. Five members of the Executive Committee constitutes a quorum.

a. In the period between the elections of new officers to the Executive Committee in the spring and at the end of the term, the Executive Committee shall be composed of the three newly elected officers, the three representatives elected from and by the General Assembly, one member of the student body chosen by the new president, and the three former officers serving in ex-officio capacity. This committee shall have the same responsibilities and duties as the Executive Committee is granted in this constitution.

2) All seven members of the Executive Committe have one vote each. Except in cases of appointments by the Executive Committee, the chairperson shall vote only to break a tie.

3) Duties

a. Administers the affairs of Student Government

b. Allocates the Student Activity Fee funds to student organizations and activities in accordance with student needs and priorities.*

c. Determines the ongoing goals, priorities, and philosphy of the Student Government, subject to veto by the General Assembly.

d. Is responsible for insuring the ongoing operations of all Student Government funded activities.

e. Reports all it's actions regularly to the General Assembly.

4) Individual Duties

a. The President shall preside over all Executive Committee and General Assembly meetings; shall appoint one member of the student body at large to serve on the Executive Committee; shall be chief executive officer of all Student Government subcommittees; shall appoint students to serve on General Assembly subcommittees; shall allocate student office space; has the responsibility with the treasurer for proper expenditure of the Student Activity Fee monies.*

* These funds are released to Student Government by the President of the College upon his review and approval of the proposed annual budget.

b. The Vice-President in charge of information shall serve as assistant to the President and act in place of the President in his or her absence; shall be responsible for the dispensing of all Student Government information to the student body including, but not limited to, dispensing of all Student Government announcements, and the taking, distributing, and posting of all Executive Committee and General Assembly minutes; shall be responsible for keeping an up to date file containing all minutes and correspondence concerning Student Government affairs; shall serve on the Executive Committee.

c. The Treasurer shall conduct an audit at least once a term for all student organization accounts operating out of the Student Government account; shall keep an up to date file of all requisitions; shall have jurisdiction over all student organizational accounts operating out of the Student Government account, except those accounts recognized by the Student Government as being economically autonomous, in which case these organizations must compile a budget report every term for the Treasurer's file and are subject to an audit by the treasurer at any time; shall prepare treasury reports for all Executive Committee and General Assembly meetings; shall make recommendations to the Executive Committee concerning the allocation of funds; shall serve on the Executive Committee.

5) The delegates at large are responsible for providing the Executive Committee, of which they are a part, with the sentiment of the student body.

6) If a General Assembly Representative to the Executive Committee resigns or is expelled, it is the duty of the General Assembly to elect a successor no later than one week after that member's resignation.

a. If a General Assembly member elected to the Executive Committee is replaced as the General Assembly delegate from his or her own constituency or moves out of his or her area of constituency, a new election for that Executive Committee position must be held within one week of that delegate's departure from the General Assembly.

7) If an officer resigns or is expelled, it will be the duty of the Executive Committee to hold a campus-wide election for a successor to that office within two weeks after that officer's resignation. In the interim, it is the duty of the Executive Committee to appoint a temporary officer.

E. Impeachment Procedures

1) Any General Assembly member, with the approval of a simple majority of the elected members present at any General Assembly meeting, has the power to form a General Assembly subcommittee to investigate the conduct of any Student Government officer or Executive Committee member.

2) The accused will be expelled from his or her office or Executive Committee position by a 2/3 vote of the entire elected General Assembly membership. A new election for that vacant position will be held in accordance with the provisions in sections D-6 and 7 of this constitution.

F. Amendment Procedures.

1) This constitution can be amended by a 2/3 vote of the entire elected membership of the General Assembly provided that 2 weeks public notice has been given to the student body.

2) This constitution can also be amended by a referendum proposed through a petition signed by 10% of the full-time students enrolled in the college. If 2/3 of the students voting approve the referendum it shall be ratified.

ADDITIONAL DUTIES OF THE OFFICERS AND EXECUTIVE COMMITTEE

The following are the duties and responsibilities of the Student Government Officers and Executive Committee which do not appear in the constitution.

The PRESIDENT is Chief Executive Officer of all SG activities, serves as spokesperson for the student body, College Council member, student voting member of the full Board of Trustees of Lake Forest College, has extensive contact with administrative officials, appoints students to various committees, and serves on a committee with the Director of Admissions and Dean of Student Affairs which selects the freshman to receive the Jacob Wardwell Edwards Award for having demonstrated outstanding qualities of

leadership. The VICE-PRESIDENT is a College Life Committee member. The President, Vice-President and TREASURER serve on a committee with two representatives from the Dean of Students Office, and one faculty member chosen by the committee, which selects the senior Edward H. Oppenheimer Award winners and the Tamara Lee Wefler Award winner each spring following the SG elections.

The EXECUTIVE COMMITTEE (EC) appoints student representatives to the Speaker/Lecture/Fine Arts Board (SLFA), Campus Entertainment Committee (CEC), Academic Appeals Board, Club Sports Committee (CSC), as well as various other groups and organizations. In addition, the EC recommends to the President of the College students to serve on the Conduct Board (CB), the Committee on Dispositions (COD), and Board of Trustees' subcommittees. The EC generally meets at least once a week, usually more often.

STUDENT GOVERNMENT BUDGETING PROCESS

Any student organization or activity on campus is entitled to request funding from the Student Government of Lake Forest College. For reasons of efficiency and practicality certain guidelines have been established.

Before any budgeting takes place Student Government makes available the necessary forms. These consist of an Activity Information Report which allows the organization to set forth both its objectives and its proposed programs. Following this there is an Income Report which describes the previous year's allocation and where it was derived from, as well as the present budget request. The third sheet is the Current Estimated Expenditure Sheet which details the organizations budget request, which allows the Executive Committee (EC) to understand the complete breakdown of the itemization requested. Lastly, there is the Inventory Sheet which was recently added in order to allow continuing records of what items have been purchased in the past. This helps organizations and Student Government to avoid duplicate spending, as well as insure continuity of inventory from year to year.

Upon completion of these forms, they are submitted to the SG Treasurer who will then report to the SG President who schedules the EC Budget Hearings. These hearings are open to all students and are posted in advance. All allocations made by the EC at such hearings are subject to veto by the General Assembly (GA).

Budgeting is done twice each school year, both in the fall and spring. This allows organizations to revise their requests when necessary, and allows newly formed organizations to request funding.

STUDENT GOVERNMENT SPECIAL SERVICES

The following are special services provided by the Student Government for the benefit of the student body.

EMERGENCY BAIL FUND

The Student Government-sponsored Emergency Bail Fund is a fund of

$150.00 maintained in the Office of Campus Security for the purpose of having cash available for those Lake Forest College students who have been arrested for a misdemeanor or a traffic violation and cannot readily post bail. The Office of Campus Security can make funds available ONLY IF bail does not exceed $50.00.

This interest-free loan MUST be repaid by the student within 10 working days. If the money is not repaid within the 10 working day limit, the Emergency Bail Loan will then be handled as a Lake Forest College loan and the same penalty for failure to pay the loan on time will be enforced.

The student for whom bail is being posted must sign a Letter of Receipt for the necessary amount. If a friend of the arrested student is to receive the Bail Loan, in order to post bail, s/he must present the Office of Campus Security with her/his I.D. card and also sign a Letter of Receipt for the loan. The bailed student must then return to the Office of Campus Security to sign the Letter of Receipt.

A student will not be eligible to receive a second Bail Loan until the first is repaid.

The Office of Campus Security will be responsible only for disbursement and safekeeping of the Emergency Bail Fund. Security will also make telephone contact with the police to insure that said applicant is in custody.

The Treasurer of Student Government is responsible for accounting for the Emergency Bail Fund.

MEETING ROOM FACILITIES

The SG Conference Room, located in he SG Office Wing, is available for use by organizations, activities, and committees desiring comfortable meeting room facilities. For reservations fill out the meeting room sign-up sheet located in the SG Main Office.

PRINTING FACILITIES

Every student organization and activity is entitled, at the discretion of Student Government, to use of Student Government's mimeo and duplicator facilities located in the SG Copy Room. Paper and stencils may also be obtained from Student Government.

Individuals may also use the facilities provided that they provide their own paper and stencils and pay a 10-cent per hundred copies charge to cover ink and maintenance costs.

WEEKEND TRAIN PROGRAM

To encourage students to take advantage of the cultural resources available on weekends in Chicago and the Metropolitan Area, Student Government offers a rebate for train rides taken on the Chicago & Northwestern Railroad on Saturdays and Sundays during the academic year. Students who save their ticket stub and present it to the Student Government Treasurer will be refunded ½ of the ticket's cost.

STUDENTS AND THE BOARD OF TRUSTEES

Ultimate responsibility for running Lake Forest College rests in the

Board of Trustees, whose members serve voluntarily. Through eight standing committees, the Board oversees the annual operation of the College and makes long-range planning decisions. Two students, appointed by the Executive Committee of Student Government with the approval of the College President, serve as voting members on the full Board. The standing committees of the Board of trustees on which students serve are composed as follows:

1. Two students, appointed with the approval of the President at the beginning of the school year by the Student Government Executive Committee.
2. One alumni representative.
3. Two faculty members appointed by the President.
4. An officer or staff assistant of the College appointed by the President to serve as ex-officio Secretary of the committee.
5. Trustees appointed by the Chairman of the Board of Trustees.

The committees and their functions are as follows:

COMMITTEE ON ACADEMIC AFFAIRS – recommends educational policies, faculty appointments, promotions and salaries, and candidates for honorary degrees. It has discussed development of the Health Services Institute, Master of Liberal Studies program, and the Writing Center.

COMMITTEE ON ATHLETICS – recommends intercollegiate, intramural and recreational athletic policies. It advises the Academic Affairs committee on physical education matters, and oversees the programs, personnel and budget of the Athletic Department.

COMMITTEE ON FINANCE – recommends fiscal policy, sale of off-campus real estate, selection of auditors, insurance and personnel benefits, and changes in the College's operating budget. It has dealt with the College budget, a tuition increase, investment procedures, and an examination of the College's insurance coverage.

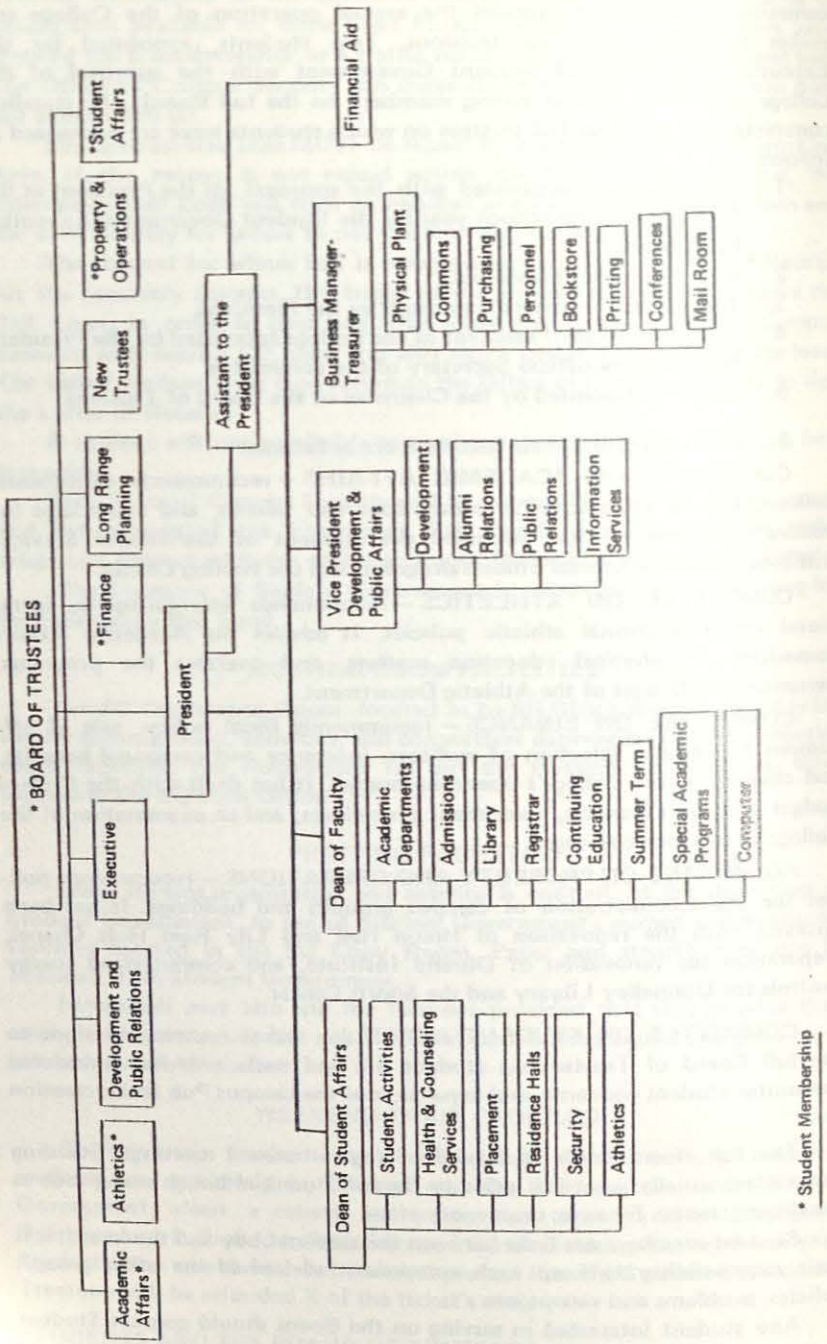
COMMITTEE ON PROPERTY AND OPERATIONS – recommends policies for the administration of campus grounds and buildings. It has been involved with the renovation of Hixon Hall and Lily Reid Holt Chapel, preparation for renovation of Durand Institute, and computerized energy controls for Donnelley Library and the Sports Center.

COMMITTEE ON STUDENT AFFAIRS – makes recommendations to the full Board of Trustees on student life and welfare. It has considered commuter student concerns, and expansion of the campus Pub and recreation area.

The full Board holds at least four regular annual meetings. Standing committees usually meet just prior to the full Board, although some, such as the Committee on Finance, meet more often.

Student members are links between the student body and the board; it is their responsibility to keep each component advised of the other group's policies, problems and viewpoints.

Any student interested in serving on the Board should contact Student Government.



ORGANIZATION AND COMMITTEE STUDENT COMPOSITION CHART

Organization/ Committee	No. of Students	Elected or Appointed	When Spring/Fall	Procedure
Student Government				
President	1	Elected	Spring	Must file a petition with 50 signatures to Student Government.
Vice-President	1	Elected	Spring	Must file a petition with 50 signatures to Student Government.
Treasurer	1	Elected	Spring	Must file a petition with 50 signatures to Student Government.
Executive Committee	7	3 Elected 1 Appointed (3 Officers)	Fall	3 elected from and by the General Assembly at the first fall meeting. 1 appointed by the Student Government President.
General Assembly	varies	Elected	Fall	Elected by hall or housing purpose unit.
Hall Councils	varies	Elected	Fall	Elected by building residents.
College Governance				
College Council	4	Elected	Spring	Must file a petition with Dean of Student Affairs.
College Life Committee	4	Elected	Spring	Must file a petition with Dean of Student Affairs.
Academic Policies Committee	3	Elected	Spring	Must be elected to the Academic Advisory Committee by majors and then nominated by Academic Advisory Committee members.
Long Range Planning Committee for Academic Goals	2	Elected	Spring	Same as Academic Policies Committee
Others				
Academic Advisory Committees	3/major	Elected	Spring	Elected by all of the majors in the department.
Academic Appeals Board	3	Appointed	Fall	Apply to the Executive Committee (EC).
Committee on Dispositions	1	Appointed	Spring	Apply to the EC.
Conduct Board	5/1 alternate	Appointed	Spring	Apply to the EC.
Board of Trustees Subcommittees	2/ committee	Appointed	Fall	Apply to the EC.
Speaker/Lecture/Fine Arts Board	6	Appointed	Spring	Apply to the EC.
Campus Entertainment Committee	7	Appointed	Spring	Apply to the EC.
Club Sports Committee	6	Appointed	Spring	Apply to the EC.

NOVEMBER

MON	TUE	WED	THUR	FRI	SAT	SUN
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Watch for:

Thanksgiving
End of classes

(B) CAMPUS ORGANIZATIONS, CLUBS, GROUPS

AFRIKAN STUDENTS FOR AFRIKAN LIBERATION (ASAL) – HOUSE OF SOUL

The purpose of ASAL is to make Black students and other LFC students more aware of Black Culture. ASAL hopes to accomplish this through presenting campus-wide activities that will enrich the student body as a whole.

ASAL activities include Black Orientation, publication of *Black Rap*, and Black Weekend.

Each ASAL member is expected to attend bi-weekly meetings, participate in at least one campus-wide activity per term sponsored by ASAL, and be present at all campus-wide activities. The ASAL officers, the Coordinator of Finance, the Coordinator of Committee Functions, and the Coordinator of Community Relations are elected each spring term along with three secretaries and committee heads.

The ASAL housing purpose unit, House of Soul, is located in Roberts Hall.

BLACK RAP

Black Rap is a news and literary publication produced by the LFC Black community with the dual purpose of increasing community awareness of the Black population and providing exposure and experience for contributors.

Issues are distributed inside and outside the LFC campus. Editors are chosen by ASAL. Interested persons should contact one of the *Black Rap* editors.

CAMPUS ENTERTAINMENT COMMITTEE (CEC)

The Campus Entertainment Committee (CEC) is a ten-student member board responsible for presenting a diverse selection of activities, dances, concerts, and special events on a weekly basis. Requests and suggestions should also be referred to this committee.

The members of the CEC are involved in all phases of presenting an event, and weekly meetings plus time on the weekends is a critical part of CEC membership. The CEC is also responsible for selecting much of the entertainment for events such as Homecoming and RA Weekend. The CEC works in conjunction with many other campus organizations such as the Alumni Office, the Film Group, the Speaker/Lecture/Fine Arts Board, and the Residence Staff. Past successful events have traditionally included Copacabana Night, Winter Weekend, and Casino Night.

The ten student members are selected each spring by the new EC. Applications are distributed to the entire student body so that any interested student may apply. The EC also selects the committee's chairperson.

CERAMIC WORKSHOP

The Ceramic Workshop offers classes throughout the year to students and faculty interested in ceramics. The workshop, which contains several pottery wheels and a kiln, is located in the basement of Gregory Hall on South Campus. Any person associated with Lake Forest College is eligible for

the class, though class size is limited. There is a fee which covers materials and depreciation of the equipment.

CHOIR AND MADRIGAL SINGERS

The Choir and Madrigal Singers give interested male and female students the opportunity to cultivate and refine aesthetic responsiveness to the emotional and cognitive values of music through singing.

The Choir usually presents at least two formal concerts a year. During the 1977-78 academic year there was a Christmas Concert and a Spring Concert entitled *Concert in Contrasts* which featured classical songs, barber shop quartets, and madrigals. Many members also participated in informal caroling, the barber shop quartets that performed during the RA Festival, and the Madrigal Dinners.

One-hour rehearsals are held four times a week in Reid Holt Chapel. Attendance at all rehearsals is mandatory for all members. Any student interested in joining should contact the Choir Director.

CLUB SPORTS COMMITTEE

The Club Sports Committee is a joint student/administration committee that receives matching funds from both the Student Government and the Administration to support a comprehensive club sports program. Student Government will refer funding requests for sports-related activities to this committee.

The Club Sports Committee is composed of five students, an EC representative, and a representative from the Athletic Department. The five students are appointed each spring by the new EC. Applications are distributed to the entire student body each spring so that anyone interested in one of the student positions can apply.

COLLAGES

Collages is published in the spring of the academic year and represents the fond efforts of both students and faculty in the Department of Foreign Languages. The purpose of the magazine is to share with its readers the literary ideas of its contributors, and to provide encouragement to students of French, German, and Spanish at all levels by making available to them a vehicle for the expression of literary attempts in all three languages. *Collages* also contains submissions of artwork and photography.

Anyone interested in contributing or finding out more information should contact the president of Phi Sigma Iota.

CONVOCATION SERIES

During the 1977-78 academic year the renovated Lily Reid Holt Chapel became the scene of bi-monthly convocations on Wednesday mornings at 10:30 a.m. The series attempts to provide a balanced schedule of events which are informative, stimulating, and sometimes controversial. It consists primarily of speakers representing varied interests, disciplines and professions, but also includes cultural programs. A committee of students, faculty, and administration have been working on the concept and execution of the program,

and selected students introduce the featured guests at these bi-monthly events. Students interested in becoming involved with the committee should contact the Director of Campus Activities.

FILM GROUP

The Film Group supplies LFC with film presentations that fulfill the entertainment, curricular, and cultural needs of the students.

The Film Group is not only responsible for the Friday and Saturday night entertainment film showings, but also frequently has Tuesday and Wednesday night film showings, which usually fall into two areas: undisputed film classics, or film showings for other student organizations and activities, such as Black Weekend, Women's Weekend, RA Weekend, and other special events.

The Film Group is composed of six students, selected by the EC after a campus-wide solicitation, and three non-voting faculty members, selected by the Film Group. The outgoing Film Group elects the new student chairperson. The Film Group Office is located in the SG Office Wing above the SG Main Office in Commonplace.

FOOD SERVICE COMMITTEE

The Food Service Committee is composed of interested students who meet regularly with the Food Service Directors. The committee makes menu suggestions, tours the kitchen facilities, samples new products, and passes on suggestions and complaints from students. Any student interested should contact Mark Heimlich, Food Service Director.

FRESHMAN COUNCIL

The purpose of the Freshman Council is to organize activities and programs that will provide a closer relationship among the members of the freshman class. Members are selected by the Freshman Class. Interested students should contact the Freshman Coordinator.

GARRICK PLAYERS

The LFC theatre group, known as the Garrick Players, is the "oldest continuous collegiate theatre organization in the Illinois area." This will be Garrick's fourth season operating under a professional director from Chicago. The 1977-78 season saw the production of *Picnic, As You Like It,* and *The Lady From Maxim's.* In addition to the professionally directed shows, there is also opportunity for student directed and organized productions.

To become a voting member of the Garrick Players, a student must contribute in a substantial way to technical or performing aspects of at least two of the productions in a given year. However, a student needn't be a voting member to be a Garrick Player. Garrick members are not only actors, but also directors, playwrights, set designers, set builders, lighting technicians, make-up artists, costume designers and makers, prop supervisors, publicizers, and so on. Garrick produces plays from the ground up, so there is a place for anyone with an interest in theatre and performing arts in Garrick, whether that interest be onstage or backstage.

The Garrick Players are governed by the Garrick Board. The Board

consists of seven students and a faculty advisor. One student member is chairperson and two students are alternates with voting privileges only when one of the five other students is absent from a board meeting. The board is elected each spring by all voting members of Garrick. The student with the highest number of votes becomes the Board's chairperson.

The 1977-78 season marked the opening of the new Garrick home, Hixon Theatre. The old building has been remodeled into a new flexible theatre facility lending a greater variety to staging and creative possibilities.

HOMECOMING COMMITTEE

LFC's Homecoming Weekend is held each October and the Homecoming Committee, in conjunction with the Alumni Affairs Office, sees to it that students and alumni have fun. The 1977 Homecoming activities included a bonfire (complete with effigy, beer and hot apple cider), concert, parade through town and around campus, raffle (with one of the prizes being two tickets to a Chicago Bears' game), an all-campus party after the football game, semi-formal dance, a Sunday brunch buffet (courtesy of Szabo Food Service), and an Open Mike session in Commonplace.

The Homecoming Committee is selected jointly by the EC and the Director of Alumni Affairs after a campus-wide solicitation of applications during the spring of each year. All students are welcome to become members of the committee. Interested students should contact the Homecoming Committee Chairpersons.

HONORARY SOCIETIES

BETA BETA BETA (TRI-BETA, BIOLOGY HONORARY SOCIETY)

Beta Beta Beta, whose LFC chapter dates back to 1935, functions as an honor society for students of the biological sciences. Its activities are designed to stimulate interest, scholarly attatainment, and investigation in the biological sciences as well as to promote the dissemination of information and new interpretations among students of the life sciences.

Each year Tri-Beta sponsors the presentation of numerous films, hosts several lectures by guest and faculty speakers, and holds an annual picnic for members in the spring.

To become a member of Tri-Beta, a student must have completed four biology courses and have received a grade of B or better in those courses. New members are selected each spring by the present LFC society members. Members must attend business meetings and continue to show a strong interest in sciences. The Tri-Beta officers are the president, vice-president, secretary, historian, and treasurer. The officers are elected from among the active members at the last meeting of each school year.

PHI BETA KAPPA

Phi Beta Kappa is an academic honorary society dedicated to the recognition of superior academic achievement in the liberal arts and sciences. The Lake Forest College chapter, Theta of Illinois, was founded in 1962. To have a Phi Beta Kappa chapter approved by the national organization is a high honor for a college. In order to win a chapter, the college or university must meet Phi Beta Kappa standards in providing a solid and high quality liberal arts program.

Both faculty and students are members of Phi Beta Kappa. It is the faculty membership which each year elects student members on the basis of outstanding academic achievement. Ordinarily these are graduating seniors, but it is possible, in the case of extraordinary achievement, to be elected in the junior year. This is rare, and is regarded as a special honor.

The criteria for election include sustained academic excellence as reflected in a strong academic record. Weight is given to the breadth of the program pursued by students, as shown by the number and variety of courses taken outside the major. Weight is also given to balance and proportion in the student's degree program as a whole. (Professional training courses, such as education and internships are not counted.) Finally, a student elected to Phi Beta Kappa is expected to have demonstrated a knowledge of mathematics or of a foreign language at least minimally appropriate for a liberal arts education.

In addition to the election of new members, the faculty members of Phi Beta Kappa also select a senior thesis for the Phi Beta Kappa Thesis Award.

The new Phi Beta Kappa members are initiated in a special ceremony that takes place in late spring.

PHI SIGMA IOTA (ROMANCE LANGUAGE HONORARY SOCIETY)

Phi Sigma Iota is the honorary society of the Romance Languages. Its purpose is to encourage and cultivate excellence and interest in the field. The organization offers its members and the college community at large an opportunity to come in contact with different aspects of the languages involved as well as the various cultures represented.

The society's activities include sponsoring lectures on various topics concerning languages, publishing a foreign languages literary magazine called *Collages,* and organizing social activities such as initiation dinners and informal gatherings/meetings.

Members must have reached the 240 course level in one of the Romance Languages by taking the required courses at LFC or equivalent courses at another institution. Members must also have an overall B average. Membership responsibilities are payment of membership dues, attendance at meetings, and participation in activities.

The society's officers (president, vice-president/treasure, and secretary) are elected at the end of spring term by democratic vote of members present.

PI SIGMA ALPHA (POLITICAL SCIENCE HONORARY SOCIETY)

Pi Sigma Alpha is the national political science honorary society. The LFC chapter was founded in 1971. Its purpose is to stimulate productive scholarship and interest in the subject of politics and government by honoring superior students in this field.

To become members, students must be either juniors or seniors; must have taken four Politics or International Relations courses (at least two of those at LFC, and at least one at the 300 or 400 level); must have a B average in politics; and must have an overall B average in all courses. Members pay a $5.00 membership fee.

New members are inducted each spring; The officers (president, vice-president, and secretary/treasurer) are elected in the fall.

PSI CHI (PSYCHOLOGY HONORARY SOCIETY)

Psi Chi is the national honorary society for psychology majors who have been recognized for their academic excellence. The LFC chapter was establishd in 1960. Its purpose is to organize social and intellectual activities for psychology majors.

Some of the activities that Psi Chi engages in include: sponsoring guest lectures seminars by faculty, attending regional conventions, holding career conferences on jobs and graduate schools in psychology and the social services, and holding the Psychology Department annual Pic-Nic.

In the spring of each year the present members review a list of psychology majors who have at least a 3.0 average in psychology courses. Those students who qualify are invited to join Psi Chi. The Officers (president, vice-president, secretary, and treasurer) are elected in the fall after the new members have joined.

SIGMA PI SIGMA (PHYSICS HONORARY SOCIETY)

Sigma Pi Sigma is the national physics honorary society. Its purpose is to promote excellence in physics by recognizing outstanding physics students. The original LFC Sigma Pi Sigma charter dates back to May 31, 1930, which makes it one of the oldest chapters in the country. After more than ten years of inactivity, the LFC chapter was refounded in 1974.

The main activity of the group is the induction of new members at a banquet in the spring of each academic year, and membership requirements are: an overall B average, excellence in physics, and courses through the sophomore level in physics. New members are chosen by present LFC members each spring. The president for the next academic year is selected at the spring induction ceremony.

STUDENT AFFILIATES OF THE AMERICAN CHECMICAL SOCIETY (SAACS)

The LFC chapter of Student Affiliates of the American Chemical Society was established on October 20, 1954. The objective of this chapter is to afford an opportunity for students interested in chemistry at LFC to become better acquainted, to secure the intellectual stimulation that arises from professional association, to gain experience in preparing and presenting technical material, to foster a professional spirit among the members, and to instill a professional pride in chemistry.

SAACS sponsors lectures by guest faculty, and student speakers, holds a fall and spring picnic, and in recent years has run a tour of an industrial chemistry lab for its members.

Any student interested in science, especially chemistry, is invited to join SAACS. Though not necessarily required, it is assumed that the student intends to major in chemistry or in related disciplines. SAACS' officers (president, vice-president, secretary, and treasurer) are elected by the members at the end of each school year. Any student interested in joining should contact one of the officers.

STUDENT PHYSICS SOCIETY (SPS)

The Student Physics Society attempts to keep members informed on recent

developments in physics and astrophysics, as well as provide a time when topics brought up in regular classes can be expanded upon, bringing out aspects of the topic which could not fit into the class schedule.

The group invites outside speakers and faculty members to speak on relevant topics and organizes outings to places like the Argonne National Lab and Yerkes Observatory. The LFC SPS also takes part in the SPS-Bendix and Marshall White grant programs. The Bendix grant, which goes to worthy research proposals, was awarded to LFC SPS during the 1974-75 academic year for the construction of a Radio Telescope. The White grant, given for projects that demonstrate physics to the non-physicist, was awarded to the LFC SPS also during the 1974-75 academic year for a pamphlet that describes the LFC Physics Department to prospective students.

Besides paying yearly dues, members are expected to display an interest in physics and to have taken some physics courses. Members are expected to lend a hand on special projects (i.e. construction of Radio Telescope) as well as be willing to present a Journal Club Lecture. Journal Club Lectures are presentations by members of short lectures based on recent periodicals. SPS meetings and lectures are open to any LFC community member, non-members as well as members are encouraged to attend.

Officers (president, vice-president, and treasurer) are elected at the first meeting of the school year. All those interested in joining SPS should contact either one of the officers or the Physics Department.

INTRAMURAL SPORTS (Entries must be made in advance of playing schedule.)

Fall - Coach Steve Antrim	
Touch Football (men's and women's)	Sept. 25 to Oct. 30
Coed Volleyball	Sept. 25 to Oct. 28
Tennis (singles, doubles, mixed doubles)	Oct. 3 to Oct. 27
Bowling	Begins Nov. 6
Winter - Coach Jeri Findlay	
Ice Hockey (men's and women's)	Nov. 6 - Feb.
Basketball (men's and women's)	Nov. 7 - Feb.
Table Tennis (singles, doubles, mixed doubles)	Begins Jan. 8
Racquetball	Begins Feb. 27
Innertube Water Polo	Mar. 6 to Mar. 30
Spring - Coaches Debra Oing & Tony Fritz	
16" Softball (perhaps 12" for women)	Apr. 19 to May 18
Indoor Soccer	Apr. 3 to May 18

JEWELRY/SILVER WORKSHOP

This workshop offers classes throughout the year to students and faculty interested in basic techniques in the construction of jewelry. The workshop is located in the basement of Blackstone Hall and classes meet once a week in the evening for 2 hours. Class structure is informal and most work is done on your own. Any person associated with Lake Forest College is eligible for the class though there is a fee which covers materials and depreciation of the equipment.

LACROSSE CLUB

The Lacrosse Club represents LFC as a competitive team by participating in a 10-11 game season in the Michigan, Indiana, Southern Ohio, and Illinois area. The club plans on remaining in the Hillsdale, Albion, Hope and Lake Forest College league in addition to establishing itself as a respectable team with other mid-western city teams.

Club members must attend all practices, scrimmages, and games, and play lacrosse to the best of their abilities. Each member must pay a $10.00 yearly fee which pays for their uniforms.

The Lacrosse Club officers are elected in January of each year and include

the positions of coach, treasurer, and secretary. Additional elections are held for captains. Positions are open to anyone willing to fulfill the respective duties, and interested students should contact one of the officers.

LAKE FOREST COLLEGE DEMOCRATS

The Lake Forest College Democrats provide services and information to the Lake Forest College community. Among its activities are assisting with voter registration and teaching about elected representatives. The group is open to LFC students and its officers are elected by the members.

LAKE FOREST COLLEGE REPUBLICAN CLUB

The purpose of the Lake Forest College Republican Club is to promote speakers, provide a medium for political activity, and also a medium for politically active education for members and the student body. Any student wishing to join who attends three consecutive meetings will be considered for active membership. The officers, who are elected by the active membership, are: president, vice president, treasurer, corresponding secretary, and recording secretary.

LEAGUE FOR ENVIRONMENTAL AWARENESS

The League for Environmental Awareness strives to increase awareness of conservation, energy, recycling, etc. in the college community through activities, speakers, and special programs. One of the group's activities has been setting up boxes all over campus for collecting newspapers in order to recycle them.

Any interested and enthusiastic member of the student body, faculty, or staff is welcome to participate in the League. The officers of the League are elected by the members and are president, vice-president, and treasurer.

LITERARY MAGAZINE

The Literary Magazine provides a publication place for student/faculty poets, prose writers, and photographers. The original Literary Magazine publication, *Tusitala,* was first published in January of 1935. Its name was changed to *Silenus* in 1973 and has since appeared under several different names.

The editors handle organizational responsiblities such as obtaining funds from Student Government and printing the magazine, and are chosen by the editorial board. The editorial board is composed of all other staff members who solicit and contribute materials for publication, do the proof-reading, layout, etc.

All students with a desire to be involved with literature are encouraged to join the staff, submit material, or both. If interested, contact one of the editors.

OUTING CLUB

The Outing Club was created in 1973 to promote outdoor activities for all members of the LFC community by taking advantage of the College's proximity to state parks and other local natural resource areas.

Activities include: rock climbing, sailing, skiing, cross-country skiing,

camping, trap and skeet shooting, canoeing, and horse-back riding. Plans for the future include bicycle trips, mountain expeditions, and ice-boating.

Outing club equipment includes: cross-country skis, climbing (ropes, harnesses, pitons, etc.) and camping (tents, stoves, lamps) equipment, and three Lasar sailboats.

Officers of the club are the president and the heads of each activity. The president is a student elected by the Outing Club members in the spring of each year. Persons interested in the club should contact the president.

ORIENTATION PLANNING BOARD

The Orientation Planning Board shares responsibility with the Dean of Student Affairs Office for orienting new students to Lake Forest College and the surrounding community, and programming events to aid new students in adjustment to college life.

The Planning Board is comprised of eight student members and one advisor. These students are selected by the Dean of Student Affairs Office after a campus-wide solicitation for applications in the fall.

PHI PI EPSILON (PHIPES)

Phi Pi Epsilon (Phipes) is the "oldest local fraternity in the United States." It was established at LFC in 1895, and is currently a purpose unit located in Bradley Lodge.

Phipes is a social organization that actively participates in many campus events. It's activities include sponsoring all-campus social events such as South Seas Nite, participating in I.M. sports, and support of activities such as Homecoming and the RA Festival.

Member responsibilities are: payment of dues ($10 per term), attendance at bi-monthly meetings, membership on at least one of eight standing committees, and participation in all chapter functions. Positions of leadership held in the fraternity are: President, Vice-President, Secretary, Treasurer, Historian, Sergeant-At-Arms, and chairmen of all committees.

Phipe pledges are selected in February, and initiation is held in May. Interested students are encouraged to drop by Bradley Lodge.

PHOTO CLUB

The Photo club maintains a fully equipped darkroom available to interested, qualified, Lake Forest College community members.

Inexperienced photographers may learn how to use the darkroom, set up photographic exhibitions, and critique personal work.

The darkroom is located in Hixon Hall, and anyone interested should contact the director of the Photo Club.

PRE-LAW ASSOCIATION

The Student Pre-Law Association of Lake Forest College was officially established in the spring of 1976. Its purpose is to provide information about law schools and admission to law school, to provide guidance for a meaningful undergraduate curriculum for pre-law study, to promote a better understanding of the law, and to sponsor guest lecturers and discussions.

The association's plans include sponsoring a major conference, perhaps in connection with other academic affiliations at LFC; offering at least one other guest speaker, probably a current law school student who is an alumnus of LFC; and promoting a pre-law library which will include the current catalogs of all accredited law schools.

Membership is open to any LFC community member interested in learning about the law and careers in the law. The executive board is made up of the president, vice president/secretary, and treasurer. New officers are elected at a business meeting held each April and take office May 1.

RA FESTIVAL

During the 1971-72 school year students and faculty members of the Art Department created the Festival of RA, a spring fun weekend inspired by the Egyptian sun god. The Festival involves campus and town participants in activities which support fine-arts related projects and programs. Some of the projects supported by RA include Ceramics Workshop, Jewelry/Silver Workshop, and the Photo Club.

The organization of RA includes: a chairperson, treasurer, committee for each RA Festival event, and committee heads. The Chairperson and Treasurer are elected at a meeting of all the members. Committee heads are appointed by the Chairperson. All are encouraged to get involved, and headquarters are located in the Special Events Office over the SG Main Office.

RACQUETBALL CLUB

The Racquetball Club, organized during the 1973-74 academic year, is a coed group which encourages participation in organized racquetball, both for the beginner and the expert.

Members compete in national, metropolitan area, and campus tournaments. Club members are available to give private lessons to any student who requests them. Beginners are especially encouraged to join. The club encourages all interested LFC students to contact the club chairperson who is elected by a vote of all members of the club each April. Club members are required to pay modest yearly dues.

SOCIAL SERVICES CLUB

The Social Services Club was founded during the 1976-77 academic year. The club provides students interested in a career in social services with information, suggestions, and activities pertaining to courses, research, and internships in the area of their specific academic and professional interest.

Club activities include: bi-weekly meetings at which interested students meet for dinner to discuss individual goals and projects, and collective ideas for the club; lectures by speakers on specific areas in social services, such as juvenile and adult probation, family and youth counseling services, etc.; participation in various internships, such as working with the Youth Services Agency of the Highland Park Police; volunteer work at Westmoreland Home for the Aged in Lake Forest; and participation in field trips to various agencies, projects, and events pertaining to social services.

SPEAKER/LECTURE/FINE ARTS BOARD (SLFA)

The Speaker/Lecture/Fine Arts Board was created during the 1975-76

academic year by the EC and the Dean of Student Affairs Office. It is a joint student/faculty/administration committee jointly funded by Student Government and the Administration.

The Board is composed of six students, two faculty members, and two representatives of the Dean of Student Affairs Office. Student members are appointed by the E.C. The chairperson, treasurer, and secretary are elected by the Board at their first fall meeting.

1. The SLFA is responsible for offering a balanced program. It is expected that every effort will be made to support and where necessary develop the following areas: dance, dramatic programs, musical programs, speakers and exhibits.
2. The SLFA will not fund programs which are, in the judgment of the board, in the exclusive interest of a particular department.
3. It is designed to serve the following constituents in order of priority listed:
   A. Students B. Faculty C. Community
4. Requests are welcome from all sources, including SLFA members. A group funded for a particular program must agree to accept responsibility for publicity, promotion and implementation and other follow-up duties. (Persons requesting assistance may contact the Director of Campus Activities).
5. The SLFA board is charged with the responsibility for soliciting and encouraging development of programs in the term preceding scheduling of all events. Ordinarily proposals will not be accepted after the following deadlines:
   Fall Term — end of 2nd week in October
   Winter Term — end of third week in January
   Spring Term — end of last week in March
6. The SLFA board is responsible for providing program applications and evaluation forms to be completed by SLFA members attending the function and persons responsible for initiating the function. The materials are to be kept by the Director of Campus Activities and available to all campus members.

STENTOR

The *Stentor*, the student newspaper at Lake Forest College, was first published during the 1886-87 academic year and has been published either bi-weekly or weekly ever since. The *Stentor* covers campus news and events, gives editorial opinions, and provides a forum for the campus community.

Students don't have to be reporters to be involved with the *Stentor.* Staff personnel fall into five categories which may overlap: 1) production staff (deals with graphics, page layout), 2) typists, 3) writers, 4) photographers, and 5) proof readers. The Editorial Board consists of: Editor-in-Chief, two Association Editors, Production Editor, and Photography Editor. Business positions include Business Manager, Advertising Manager and Circulation Manager. Students are welcome to join the *Stentor* staff at anytime during the year. Editors are selected by the Editor-in-Chief (with the approval of the Editorial Board and after consultation with the current editors holding the positions) and the Editorial Board elects the Editor-in-Chief. The new

Editor-in-Chief takes over the first week in April of each year.

The *Stentor* offices are located on the top floor of College Hall.

THETA DELTA CHI

Theta Delta Chi fraternity was recognized as a purpose unit for the 1977-78 academic year. It is a diverse group of people coming together to have fun, share ideas, and aid the campus community. The groups's activities include participating in campus events such as RA and Casino Nite, as well as having teams compete in all I.M. sports.

Selection of members is done through open rush parties and dinners. The only concrete criteria for membership is that the individual must have a genuine interest in belonging to and advancing the goals of the group. The group is located in Roberts Hall.

WOMEN'S RESOURCE CENTER

The Women's Resource Center brings together concerned women and men interested in increasing the awareness and importance of women's issues and activities on campus. The group serves as a resource to the LFC community by providing information and support to all people interested in learning avenues of action to deal with the effects of sex-role sterotyping.

The Center, located in one of the basement lounges in McClure Hall, maintains a library of books and periodicals related to women's issues which may be used for research papers, etc; sponsors coffee houses providing a relaxed atmosphere for students to hear performers, talk, and share talents; sponsors films, speakers, discussion about sex roles and other issues of interest off as well as on campus, such as concerts, plays, and political actions which have significance for women and those interested in issues of the women's movement.

Any woman or man sympathetic to the group's goals and who is interested in helping plan and carry out activities or staffing the Women's Resource Center may become a part of the organization. Interested students should contact a group member.

WMXM-FM — LAKE FOREST COLLEGE RADIO STATION (88.9 FM)

WMXM-FM is the campus radio station which strives to promote communication throughout the campus as well as experience in broadcasting and commercial communications.

The station is totally dependent on students. Positions at the station include: General Manager, Chief Engineer, Business Manager, Directors for Music, Sports, Publicity, News, Engineers and D.J.'s. D.J.'s and Engineers are required to have a three-element Third Class license, and training opportunities are provided by the station. No license is required for other positions. Some positions are elected by all station members in March, while others are appointed in September by the appropriate manager or director.

All students are encouraged to get involved with WMXM by contacting the station's General Manager or visiting the broadcast studios in the basement of Reid Hall (entrance under the fire escape).

YEARBOOK

Each year the yearbook staff sets out to produce a book that depicts the students, faculty, and administration in the social and academic activities that take place throughout the campus. Through the use of pictures, of the underclassmen as well as the seniors, the staff works toward assembling a publication which will contain many lasting memories.

In order to produce a book that depicts the activities of the entire year, the staff must start working together in the fall. The editorial staff includes: the Chief Editor, Layout Editor, Photo Editor, Art Editor, Copy Editor, and Business Manager. The Editors are elected by tthe staff each spring for the coming year. The Chief Editor is chosen by the outgoing staff.

The yearbook is a continuous effort which students can affect with their involvement. It takes a lot more than just editors to produce a truly representative yearbook. Students from all classes are encouraged and welcome to join the staff.

The Yearbook Office is located in the SG Office Wing and a basement lounge in Nollen Hall.

DECEMBER

MON	TUE	WED	THUR	FRI	SAT	SUN
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Watch for:

Final exams
Winter recess

(C) STUDENT HONORS AND AWARDS

GENERAL

The Jacob Wardwell Edwards Prize — The prize was established by friends and relatives in memory of Mr. Edwards, former Director of Admissions. The prize is given annually to the freshman student who is judged to have demonstrated the most outstanding qualities of leadership by a committee composed of the Dean of Students, the Director of Admissions, and the immediate past Student Government President. The award is announced and presented at the fall Opening Convocation.

The Emma O. Hass Memorial Awards for Merit in Scholarship — The late Judge John F. Hass, a graduate in the Class of 1900, established at the College annual awards in memory of his mother. Fifty dollars is awarded to a senior class student outstanding in scholarship, selected by the faculty from those attending Lake Forest College the entire four years. This award is announced and presented the day of the annual spring Senior Honors Convocation.

The McPherson Prizes for Excellence in Scholarship — Each year several prizes given for excellence in scholarship are named after the Reverend Simon J. McPherson. A sum of $3000 was contributed in 1899 by his friends to establish prizes in English, philosophy, foreign languages, and dramatics. The winners are chosen by the department heads, and are announced at the spring Senior Honors Convocation.

The Edward H. Oppenhiemer Memorial Prize — Awards are given each year to a senior man and senior woman who are judged by a committee consisting of the three Student Government officers, two representatives from the Dean of Student Affairs Office, and one faculty member chosen by the committee, to have contributed most to the College Community. The prize, given by James K. Oppenheimer, Class of 1965, honors his father. It is awarded and announced at the spring Senior Honors Convocation.

Phi Beta Kappa Senior Thesis Award — This Award is given in recognition of outstanding scholarship, intellectual maturity, originality, and competence in academic skills as evidenced in the senior thesis. This award is given by the Lake Forest College Phi Beta Kappa Association.

The Tamara Lee Wefler Award — This award was established by the Class of 1977 in memory of their classmate Tamara Lee Wefler (1955-1975). The prize will be awarded annually to that senior whose independent spirit has encouraged the acceptance of a diversity of values and beliefs among the student body; whose inspiration and enthusiasm has promoted the highest standards of character and integrity in others; and whose actions have consistantly demonstrated a sensitivity for and an interest in the welfare of others. This award is to be conferred by a committee consisting of the three Student Government Officers, two Deans of Student Affairs, and one faculty member to be selected by the other members of the committee. It will be announced and awarded each spring at the Senior Honors Convocation.

ATHLETICS

The Letterman's Plague — The athletic letter winner having the best scholastic record for the three terms preceeding that at which the annual fall Opening Convocation will be honored by having his name engraved on a plaque which hangs in the. Alumni Memorial Field House.

ECONOMICS

The Senior Prize in Economics — This prize in Economics is awarded to a senior majoring in economics with a superior academic record who has made a marked contribution to the life of the College. It is awarded and announced at the spring Senior Honors Convocation.

The Warren A. Peterson Memorial Prize in Economics — This award was established by members of Mr. Peterson's family, The prize is awarded annually to student(s) majoring in economics, with grades, activities, and leadership qualities being the criteria used for selection. It is awarded at the spring Senior Honors Convocation.

ENGLISH

The Gail DeHerder Prize in Creative Writing — The Class of 1959 established a memorial fund to honor Gail DeHerder, a member of the class for three years. The income from this fund is used to provide a prize of twenty-five dollars to be awarded each year, at the spring Senior Honors Convocation, to the senior woman who submits the best piece of creative writing. Only students who have attended Lake Forest College the entire four years are eligible.

LANGUAGES

The Cultura Hispanica Honorary Diploma — The Diploma is awarded to outstanding students of Spanish in upper level courses in American colleges and universities by the Institute of Hispanic Culture of Madrid, associated with the University of Madrid.

Superlative Achievement in Linguistics Award — This award is awarded to a student who demonstrates superlative achievement in both Descriptive Linguistics and Romance Philology. It is usually awarded to a senior and is chosen by the language department faculty.

HISTORY

The Richard Watson Hantke Award in History — This award is presented to a graduating senior majoring in history or in an interdisciplinary field in which the study of history is emphasized, who, in the opinion of the history faculty clearly merits recognition for distinguished performance in the study of history at Lake Forest College, as evidenced in classroom work, in independent study and research, and in general appreciation of the discipline of history.

MATHEMATICS

The Harold Bartlett Curtis Prize for Mathematics — In 1967 alumni and faculty members who knew Professor Harold Bartlett Curtis during his long period of service to Lake Forest College created an endowment fund in his honor in order to establish a prize to a senior, who is judged by the faculty of the Department of Mathematics as the outstanding student majoring in mathematics. The prize is an appropriate set of books chosen by the recipient in consultation with the Mathematics Department.

MUSIC

The Outstanding Musical Performance Award — This award recognizes achievement in musical performance.

POLITICS

The Solly A. Harzo Award in Politics — In 1971 the Department of Politics established an endowment fund, the income from which is to be used to provide the Solly A. Hartzo award for excellence in the study of politics and government. This annual award in memory of Professor Hartzo, a member of the faculty for thirty-five years until his retirement in 1965, is presented at the fall Opening Convocation to an outstanding junior student majoring in politics and selected by the faculty of that department.

PSYCHOLOGY

The Sterling Price Williams Prize — This prize in psychology, given by friends in honor of Dr. Williams, Professor of Psychology and Philosophy at Lake Forest, consists of books on the subject of psychology chosen by the recipient. The student to whom the award is made is selected by the members of the faculty of the Department of Psychology as the senior psychology major who shows greatest promise in this field. It is awarded at the spring Senior Honors Convocation.

RELIGION

The Scott Award in Religion — In 1957, Miss Mildred Scott of Cleveland, Ohio, established by endowment "The Scott Award for Excellence in the Study of Religion." The annual award of twenty-five dollars honors her parents, Mr. and Mrs. Lyman H. Scott. It is given to that student, usually a junior, who, in the opinion of the faculty in the Department of Religion, has done the most outstanding course work in that department.

THE SCIENCES

American Institute of Chemists Award — Is awarded to a senior.

Analytical Chemistry Award — This award is given by the Division of Analytical Chemists of the American Society. The prize is a one year subscription to the *Journal of Analytical Chemistry*.

The Paul H. Burgert Prize — This award was establishd in honor of Dr. Paul H. Burgert who was the College physician for thirty-five years. It was first awarded in the spring of 1977 to the student who demonstrated outstanding achievement in the health sciences.

The Chemistry Achievement Awards — The Chemical Rubber Publishing Company of Cleveland, Ohio, gives annually a copy of the *Handbook of Chemistry and Physics* to an outstanding student in freshman chemistry. The recipient is selected by the faculty of the Department of Chemistry.

The Fredericka L. Stahl Memorial Award for Excellence in Science — Judge Haas also established, in memory of his wife, annual awards of fifty dollars for excellence in science. The recipients of the awards are determined by a committee of faculty members

and announced at the spring Senior Honors Convocation. The prizes are awarded to the senior class students who have the best records in the field of natural sciences during the four years they have attended Lake Forest College. Students who major in biology, chemistry, and physics are eligible. Excellence in the natural science courses forms the primary basis for selection. Attitude, habits of work, and spirit of cooperation are all taken into consideration by the committee.

Freshman Achievement Award in Biology — This award is presented to the freshman whose performance in biology courses is deemed best by the biology faculty.

Physics Achievement Award — This award is given to the outstanding student in freshman physics by the Chemical Rubber Company of Cleveland, Ohio.

Society of the Sigma Xi — Students in the various disciplines of the physical sciences receive letters of commendation from the National Society of the Sigma Xi for displaying outstanding potential for future scientific research.

(D) STRANGE FACTS

ADMISSIONS OFFICE GUIDES

The Admissions Office needs volunteer tour guides to acquaint prospective students with College facilities and programs. If you have some free time and are interested in giving tours, drop by the Admissions Office and leave your name with one of the secretaries. Your help is greatly appreciated!

ALUMNI OFFICE SERVICES FOR UNDERGRADUATES

The Alumni Office provides a *typing service, free of charge,* to all students for resumes and letters to graduate schools and to prospective employers. The Occupational File is available to students for referrals of alumni for job placement and career advice, both by field of specialization and by geographic location.

COMMONPLACE

Commonplace houses the student snack bar, vending machines and a micro-wave oven. The room serves as an informal recreation spot, and is open until midnight every night.

EMPLOYMENT OF STUDENTS

Students interested in obtaining employment on campus should see the Director of Financial Aid. Students interested in securing employment off campus should see listings at the Dean of Student Affairs Office and Commons.

GAME ROOM

The Game Room is on the ground floor of Commons; billiards, pinball machines, and table games such as backgammon are available.

LOANS

Short term emergency loans are available in the Office of the Dean of Student Affairs. Loans will only be granted for emergencies that influence educational objectives. There is always a nominal interest charge to cover the cost of providing this service.

LOST AND FOUND ARTICLES

The "lost and found" is located at the Commons Desk.

MAILBOXES

All students are assigned a mailbox which is located at Commons. Most boxes are shared by two people. All students retain the same mailbox throughout their tenure at LFC.

The proper form of address for letters and parcels is: L.F.C., Student Box XXX (your number), Lake Forest College, Lake Forest, Illinois 60045. Please *do not* use P.O. Box no.XXX as your mailing address since this causes mail to be misdirected to the Lake Forest Post Office. Mail not bearing the student box number leads to delayed delivery.

MUSIC PRACTICE ROOMS

Ravine Lodge houses music practice rooms which may be secured by contacting the Music Department.

PUB

The College pub is located in the basement of Commons. The pub serves beer, wine, and soft drinks to students 19 years of age or older. Students are not allowed to take beverages out of the pub.

JANUARY

MON	TUE	WED	THUR	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Watch for

Winter Weekend

SECTION III
CAMPUS SERVICES

ADMISSIONS – Patterson Lodge
"Spike" Gummere, Director
Anthony Leggett, Assistant Director
Constance Rajala, Assistant Director
Ellen Syburg, Assistant Director
Susan Rowen, Assistant to the Director

The Admissions Staff encourages the participation of students, faculty, and staff in the admission process since it is vital that prospective students experience as much of campus life as possible. The Admissions staff is available to answer questions about the College, arrange for tours, and to help students plan for college. Students, staff, and faculty are encouraged to contact the Admissions Office with names of prospective students.

BOOK STORE – Commons Ground Level
Madge Buchholz, Manager
Hours: Mon. - Tues. 8:00 a.m. – 7:00 p.m.;
Wed. - Fri. 8:00 a.m. – 4:00 p.m.

The College Bookstore carries paperbacks, some art supplies, school supplies, textbooks, and newspapers. The Bookstore is self-service and students may write checks for a maximum of five dollars above the cost of their order. Students must pay a dollar deposit on all special orders. Unaltered books may be returned for a full refund if the student has a drop slip and a receipt. The Bookstore will buy back a book for 50% of what the student paid for it if the book is needed for the next term. Books may be sold at the end of fall and spring. A wholesale price catalogue is available in the bookstore for price reference.

BUSINESS AND FINANCE – North Hall 107
Theodore R. Carlus, Business Manager
J. Marshall Jowers, Assistant Business Manager
Jane Shillinglaw, Assistant to the Business Manager

The Business Manager's Office is responsible for all internal accounting, budget, accounting for special funds, government grants, and much more.

CAMPUS ACTIVITIES – Commons Main Floor
Jane St. Pierre, Director

The Campus Activities program is coordinated by the Director who works with Student Government, the Speaker/Lecture/Fine Arts Board, Campus Entertainment Committee, Film Group, and others.

The Campus Activities program plans and sponsors social, cultural and special academic events, maintains the Master Calendar (scheduling and reservations), publicity via the *Capsule*, distributes complimentary tickets for special events in and around Chicago, arranges trips to cultural and entertainment events in Chicago, sponsors leadership education workshops, coordinates activities with Barat College, and provides services regarding international student travel.

CAREER COUNSELING AND PLACEMENT — College Hall 19

Virginia Coplan and Carole Wilk, Co-Directors

The Office of Career Counseling and Placement (CC&P) seeks to help students discover and develop career objectives through individual interviews, group discussions, resource material and career conferences. CC&P also assists students in placement in summer jobs and positions after graduation. Students are encouraged to contact CC&P for more information. Special services include: resume writing, interview techniques, development of employer contacts and graduate school information. Information is also available on career field experiences. A new activity developed by the CC&P office is a Program on Community Services.

CASHIER — North Hall 107

Sue Lowe

Students can cash checks up to $20 per day and can also pay their bills at the cashier's window. Students forfeit the right to cash their personal checks if two of their checks are returned. Stamps and postcards may be purchased from the cashier.

COMPUTER SERVICES CENTER — Donnelley Library

David Cochran, Director

Hours: 8:30 a.m. — noon, 1:00 p.m. — 5:00 p.m.

Monday through Friday, except holidays

CONTINUING AND GRADUATE EDUCATION — North Hall 104

Arthur Zilversmit, Director

Carol Gayle Moodie, Associate Director

The Office is geared to meet the needs of non-traditional aged students. Carol Moodie has a special interest in providing academic counseling for adult learners. The C.E. Student Lounge (Room 100, North Hall) is available for all non-traditionally aged students and those who have any questions or problems are welcome. The Office also runs a series of non-credit workshops for the North Shore community.

COUNSELING CENTER — Johnson 173 (Call Extension 361 or 362)

Dr. Phylis Frankel, Director

Individual counseling is available to students who are experiencing academic, personal, or emotional difficulties. In addition, a variety of workshops are available to all students who may wish to further their personal growth and development. The workshops, generally, focus on enhancing the effectiveness of one's ability to communicate and relate to others.

Complete confidentiality is absolutely assured, and there is no fee involved for services provided to students.

DEAN OF FACULTY — North Hall 103

Bailey L. Donnally, Dean of Faculty

Gordon E. Whatley, Assistant Dean of Faculty

The Dean oversees all academic programs at the College. In addition, the Dean periodically reviews the academic records of every student and notifies students of their progress toward obtaining a degree.

DEAN OF STUDENT AFFAIRS — College Hall 17

David M. Byers, Dean

Eric R. Riedel, Associate Dean

Harriet G. Croskey, Assistant to the Dean

The Student Affairs Office is responsible for Athletics, Campus Activities, Career Counseling and Placement, Counseling, Food and Health Services, Campus Ministry, Judicial and Disciplinary Matters, Loans, Residence Life, Security, Student Life, and Withdrawals, Transfers or Leaves of Absence.

FINANCIAL AID — North Hall 200

Gordon White, Director and Assistant to the President

The Office of Financial Aid assists students in fulfilling their financial obligations to the College. The Office handles campus employment with financial aid recipients receiving first consideration for job opportunities, although a number of students not on financial aid do participate in campus employment. Financial Awards are issued to students whose Lake Forest Application for Financial Assistance indicates a need for assistance. The office staff is available to all students in their financial planning for college.

FOOD SERVICE — Commons

Mark Heimlich, Director

Willie Coburn, Assistant Director

Szabo Food Service operates the Commons Dining Hall, the Commplace Snack Bar and the Campus Pub. According to State and County laws, students must wear a shirt and shoes or sandals in the dining halls. Board is mandatory for all resident students.

Due to the added cost that would be involved servingware and food may not be taken from the dining rooms. Students will be admitted to the dining area by showing the college I.D. card or by payment in cash for each individual meal. The I.D. cards are appropriately marked.

Students may submit requests to the Business Office to be exempted from the Food Service for medical or religious reasons. The student will then be released from the board contract if the student cannot be accomodated by special menus provided by the Food Service.

The Food Service will prepare meals to be taken back to the room by a friend, if the student calls the Health Office for a meal requisition.

Students with guests are requested to purchase meals for the guests from the checker upon entering the dining area.

The Food Service tries to offer a variety in its meals, and is open to sincere suggestions for improvement. Suggestions may be forwarded to either Mark or Willie.

HEALTH INSURANCE PROGRAM

All full-time students of the College are eligible for protection under the student health insurance program; all resident students are required to participate in the plan unless waived upon evidence of equal or superior coverage. The premium for this insurance which covers a 12-month period is $77. Insurance waivers may be obtained from the Business Office. The completed waivers must be returned to and approved by the Business Office before September 2, 1978 for full cancellation and March 1, 1979 for partial cancellation. The provisions of the College Insurance Plan are detailed in a separate pamphlet available in the Health Office, and copies of the brochure are also mailed to all parents. Students are billed separately for the difference between the charge from hospitals and doctors and the insurance coverage. The college insurance plan does not cover the costs of eyeglasses, private

doctor's office visits, dental care (except resulting from injury to sound natural teeth up to $100 per tooth), or maternity care.

The College carries an additional insurance policy for varsity athletic teams; charges in addition to those covered by the policy are borne by the individual.

HEALTH SERVICE — Sports/Health Center Building (Main Lobby)

Helen Watson, R.N., C.H.N.P. (College Health Nurse Practitioner)

Hours: 8:30 a.m. — 4:30 p.m., Monday through Friday

The Lake Forest College Health Service, in cooperation with Lake Forest Hospital, exists to assist the students of Lake Forest College in maintaining a state of optimum health in order that they can pursue their studies at the College to the best of their abilities. Emotional and physical needs of the students are met in a way which is both corrective and educational.

The student may see the Emergency Department physician at Lake Forest Hospital by appointment made for the student by the College Health Nurse practitioner. It is required that all students show proof of equal or better coverage then that of the College carrier, or else pay for coverage with the College company.

Health care for faculty and staff is not a duty of the Health Office. However, in an emergency, treatment will be provided and immediate arrangements made for further emergency treatment elsewhere.

A. EMERGENCY SERVICE

In the event of an urgent illness or injury occurring when the Health Service is not open, the student should be seen in the Emergency Department of Lake Forest Hospital. NOTE, however, that referral by the Residence Staff, or Security, is required.

The aforementioned are required to call the Hospital Emergency Room and notify the Nurse on duty that a person is being sent to see the Physician and the reason for the visit. If illness, or symptoms, begin early in the day or week, there is no need to suddenly seek treatment when the Health Service is closed. Early treatment promotes early cure.

B. CHARGES

Most services provided at the College Health Service are free of charge to the student who has paid the health fee. Visits to the Physician at the Lake Forest Hospital Emergency Room (after proper referral by the C.H.N.P. or the Residence Staff), nursing care, medications in stock (non-prescription), and dressings are included. Throat screens, mono spot and urine tests for pregnancy are done by the C.H.N.P. at no additional charge. Immunizations are available at the Health Service (on the order of a physician) at a modest fee. Whenever laboratory work or x-rays are ordered by the physician or C.H.N.P. the normal lab or x-ray charges will be covered by the school insurance if the student carries the policy. Laboratory work and diagnostic x-rays are not covered by the insurance.

Students not properly referred will be expected to pay the full emergency charge made to private citizens who use the emergency facilities of the hospital.

C. HEALTH RECORDS

All new, transfer, resident and commuter students are required to complete a Health Questionnaire, or the student will not be permitted to register.

If the student leaves the College and returns after a period of one year has elapsed, the medical record must be updated by reporting to the C.H.N.P. at the Student Health Service for re-evaluation. If the student remains at Lake Forest College without leaving for a period greater than one year the health record will remain valid. This health record becomes a permanent part of the student's health file. When the student leaves the College, having graduated, transferred or withdrawn, the health record will be kept for no less than seven (7) years. The professional staff of the Health Service will chart-in the student's health record. The health record will remain a confidential document and information will be released only with the written permission of the student.

D. SPORTS INJURY & TEAM PHYSICALS

Athletic related injuries must be seen in the Health Service if at all possible. Most injuries do occur during intercollegiate athletic events, and these events are scheduled most often at times when the Health Service is closed. In these cases the injured student should be taken to Lake Forest Hospital Emergency Department.

Physical examinations are required of all students who play sports. These are done in the Health Service at an appointed time and date set by the C.H.N.P. or a physician.

E. MEALS

In the event that a student is confined to the residence hall by illness or injury, meals can be ordered by the Residence Staff after hours and by the Nurse during Health Service hours. If possible, the student should have a classmate pick up a meal ticket in the Health Service which states the length of time for the sick meals and the type of foods the student should receive.

INTERFAITH CENTER (IFC) — downstairs office of Lily Reid Holt Memorial Chapel

Ronald Miller, Coordinator

The purpose of IFC is to facilitate the spiritual search and growth of Lake Forest College students in a context reflecting the pluralism of campus religious life. A student steering committee suggests programs to meet current campus needs. A team of local clergy are active in planning and implementing programs and denominational services, as well as offering religious counseling. The Coordinator of IFC serves as liaison with the Office of Student Affairs, the student steering committee, and the clergy team.

LIBRARIES

Arthur Miller, College Librarian

Joanne Lee and Sharon Mader, Reference, Inter-library Loan Admission to other libraries, Government Documents, and Collection Development

Mary Kane Trochim, Administrative Services including overdue books, reserve problems, employment of library student assistants, and Audio-Visual

Anne Hoskins, Cataloging and Serials List

Edna Keller, Supervisor, Circulation and Reserve Desk, Periodicals

Mary Guenin, Technical Services Assistant

Margot Rice, Interlibrary Loan Assistant

The main College library collection is located in the Donnelley Library on Middle Campus; other service points, however, are the Freeman Science Library which houses the biology, physics, and chemistry collections and the Math Library (periodicals) in room 103 of College Hall. Several business periodicals and books on management are received by the Advanced Management Institute which is located on South Campus.

Donnelley Library's strengths are in U.S. history, including North American Indians, Black studies, British history, the World Wars, economics, English language and literature, women's studies, environmental studies, urban affairs, and local and regional studies. The College is fortunate enough to have several special collections of note. These collections include the Stuart collection of Scotiana, the Garrett Leverton Memorial Library in theater and the Hamill collection in humanities and rare books. In microfilm the library boasts complete runs of the *New York Times* and the *Chicago Tribune*, the *Chicago Defender* (1901-1956), Underground Newspaper Collection produced by Bell and Howell, Jeffersonian Americana, German War Records, National Archives, Slavery Source Materials, and the Federal Writers' Project Slave Narrative Collection.

Main Floor

Bibliographic Center (located on the north side)

1. Reference Service. The reference desk is situated immediately inside the main door. At times when the reference librarian is busy or the desk is unattended, please consult the librarians in the administrative offices just east of the reference desk or in the Technical Services room a few steps to the north.
2. Access to books. The card catalog provides the primary access to books in the College's libraries. It has two parts; one section is an alphabetical listing of books by author and title, the other an alphabetical listing by subject. We use the Library of Congress classification system; the call number indicates the book's location in the library.
3. Access to periodicals.
   a. To find out what periodicals the library holds, consult the *Serials List*, located in the Index and Abstract section west of the card catalog. It is a computer print-out which lists, alphabetically by title, periodicals in Donnelley Library, the Lake Forest Public Library, Barat College, and the Advanced Management Institute on South Campus.
   b. To find articles in periodicals, use the indexes and abstracts located west of the card catalog. They provide an author, title, and subject access to the articles appearing in journals, newspapers, government publications and collections which have appeared in book form. The librarians will be glad to help you find the appropriate index or abstract for your subject.

4. Access to materials not in the library. Book catalogs on the north wall of the bibliographic center can assist patrons in locating research materials available for use in Chicago, through interlibrary loan, or by purchase.
   a. *National Union Catalog* — A list giving bibliographic information of reported library holdings throughout the U.S.
   b. *Union List of Serials, New Serials Titles* and the holdings lists of periodical services in which LFC participates. These lists are similar to the *National Union Catalog* except the reportings are for periodicals.
   c. *Books in Print* and related listings of available materials. These materials are used in preparing book order requests. Also, bookstore order forms are available at the reference desk.
5. Pamphlet file. Blue cards in the subject card catalog refer to materials arranged in the cabinets adjacent to the card catalog. The materials are arranged alphabetically by subject.

Reference Stacks. The reference stacks are located at the center of the main floor for easy access. These books are distinguished by a plus (+) over the call number for older books and "Reference" for newer ones. Some major types of reference books are encyclopedias and dictionaries, yearbooks and almanacs, general bibliographies, handbooks, atlases, directories and concordances. These books must be available for reference at all times, so they are not permitted to leave the library.

Periodicals. Current periodicals can be found on the south side of the main floor; back issues (bound volumes) are located at the west end of the same floor. An alphabetical listing of the periodicals is located in the *Serials List,* a computer print-out located to the west of the card catalog. Another copy is at the Reference Desk. Math periodicals are located in College Hall on the second floor. See a librarian or a member of the mathematics faculty for access. (Biology, chemistry, and physics periodicals are in the Science Library.)

The Art Collection. Art books are shelved just west of the current periodicals. Art periodicals and reference books are shelved in sequence in the main collections.

Loan, Reserve and Check-out Desk. The circulation desk is located to your left (south) as you enter the library. Here you can charge books to take out of the library, renew books, or request a reserve book. All books should be returned here by placing them in the book return slot.

A.D. Johnson Audio-Visual Center. Available are cassettes and equipment for use in the library. Open: M-F 1:00 p.m. — 5:00 p.m., 6:00 p.m. — 10:00 p.m.; on Sat. 1:00 p.m. — 5:00 p.m.; and on Sun. 1:00 p.m. — 5:00 p.m., 6:00 p.m. — 10:00 p.m. If the A-V room is not open, consult a librarian for help.

The Gallery and Meeting room. The area adjacent to the Audio-Visual Center is the College's art gallery where eight artistic shows are exhibited per year. During non-public hours the gallery may be used for meetings.

College Catalogs and Job Placement Material. The library has a substantial collection of graduate school catalogs and material pertaining to jobs and careers, including books on writing resumes, taking interviews, etc. These materials are available on reserve from the circulation desk.

Second Floor

Book Stacks. The general collection, except for art books, is located on the second floor.

Treasure Room. Immediately east of the stairs is the Treasure Room, where rare, unusual or valuable books are housed.

Quiet Area. The whole of the second floor is a quiet area reserved for individual study only. For group study please retreat to the Group Study Room on the lower level and for quiet conversation, please use the main floor periodical and reference rooms, or the stairwells at the west end of the building.

Lower Level

Government Documents. Most official documents which the library receives from the federal government on depository are located on the lower level and are arranged by Superintendent of Documents classification.

Microfilm Room. The microprint collection, microform readers, and a coin-operated microform reader printer are in the room to your left as you go downstairs.

Group Study Room. A group study room is located toward the rear of the lower level. Please use this room whenever your study requires more than an individual effort.

Typing Carrels. Typing carrels are located in the Group Study Room.

Photocopying facilities. Nickel copy machines are located in the Group Study Room. A Xerox 1000, for finer quality, can be used for ten cents a copy by asking the administrative assistant for help.

Thomas O. Freeman Science Library

This small unit convenient to the science building houses the collections used by the departments of biology, chemsitry and physics. With study space for more than sixty students it is heavily used by science students seeking reference access to the collections and a quiet smoke-free atmosphere. The reference tools in scientific areas are complex

but also vital to the serious student. While no professional librarian is stationed in the science library, reference help is always readily accessible from the main library by a phone in the public area near the office. In addition, experienced and helpful non-professional assistance is available afternoons on weekdays. Morning, evening, and weekend users should consult the secretarial or student personnel on duty for general and location information, and use the phone for reference help.

The science library houses lockers which are available for term rental, a photocopy machine, and a microfilm reader-printer.

Services and Procedures for Donnelley and Freeman

Borrowing. Along with acquiring and organizing books and guiding users to information, the librarians also establish procedures for the rationing of library materials among those who need them. At Lake Forest College, the procedures attempt to focus primarily on regulating and monitoring the use of those materials most in demand. Short loan periods, in effect, ration all materials indiscriminately. On the other hand, we extend long-term loans for less frequently called-for material, while seeking to control carefully frequently consulted reference and valuable materials.

1. *Charging out books.* Present your validated student identification card along with the desired book at the loan desk.
2. *"Instant Recall."* Any book can be recalled at any time regardless of when it was originally charged out. (See recall reserve.)
3. *Recall Reserve.* If you have a book which has been recalled, but you still need it yourself, request the circulation assistant to place it on "recall reserve." The book will be assigned a three day reserve status so that all interested parties can make use of it. In this way we hope to provide the utmost access to the most sought-after books and in so doing inconvenience fewer people.
4. *Reserves.* All items on reserve can be found by perusing the reserve card drawer under the course name and number. All reserve books are located behind the charging desk and can be obtained by filling in a request card and handing it with your I.D. to the desk attendant for charging.
5. *Non-circulating materials.* Periodicals, reference, and Treasure Room books, and microforms cannot be charged out.

Students and faculty leaving campus, except for term breaks, are responsible for returning all library materials before they depart. Any book not returned, will be reordered and charged to the absent patron, along with processing costs of $10.00 per item.

Interlibrary Loan and Photoduplication. If students begin early enough in the term to identify materials needed for a project or term paper, the library staff can obtain materials from other libraries, thus significantly expanding the range of materials available.

If he/she starts early, the Lake Forest student has as much available to him, or more, than a student in a large university library. In 1978-79 more than a quarter of the students used the inter-library borrowing service. For any item that a student cannot locate in the collection, he should fill in the proper forms at the reference desk in Donnelley. Students will be required to provide complete bibliographic information as well as the source of this information. If a student has a time limit, he should be sure to indicate it.

Smoking/Non-smoking Areas. "No Smoking" areas have been designated as follows: all public areas in the Freeman Science Library; in Donnelley: the basement (except for the Group Study room), the north lounge of the main floor, and posted sections of the second floor.

Security. When exiting, books and baggage will be inspected.

PERSONNEL AND CONFERENCES — North Hall 107

J. Marshall Jowers, Assistant Business Manager

PHYSICAL EDUCATION AND ATHLETICS — Sports Center

Michael Dau, Director

The Physical Education Department offers a wide variety of non-credit courses. The athletic program is designed to serve student needs and interests on four levels: varsity intercollegiate athletics, intramurals, physical education, and recreational activities.

Facilities are available for racquetball, paddle ball, squash, handball, basketball, volleyball, tennis, weight training, hockey, ice skating and swimming.

Sign-up sheets are available for the handball and squash courts.

Men's and women's locker rooms are equipped with saunas. The

swimming pool is open when posted, and swim attire is required.

Sports Center hours for students, faculty and staff are as follows:

PHYSICAL PLANT – Physical Plant Building

Al Zabor, Director

Leslie M. Thomas, Administrative Assistant

The Physical Plant is responsible for the operation and maintenance of campus buildings and grounds. The responsibilities include housekeeping, boiler plant, warehouse-receiving, groundskeeping, motor pool, trucking and maintenance. Work operations include painting, electrical, plumbing, locks, and carpentry. The Housekeeping operations involve custodians.

POST OFFICE – College Hall Annex

The services of an official Post Office are available at this campus office. Other campus service is available in Commons.

PRESIDENT – North Hall 211

Eugene Hotchkiss III, President

The President's Office maintains regular College hours.

An appointment may be necessary in order to see the President. In the President's absence, his Secretary will refer inquiries promptly to the appropriate person.

PUBLIC AFFAIRS – North Hall 308

Terry Gibson, Vice President for Development & Public Affairs

The Office of Public Affairs is located on the third floor of North Hall. It includes the Development Office, the Alumni Office and Information Services. The Development Office does the fund-raising for the College, and the Alumni Office organizes activities to maintain relations with past graduates of the College. Information Services is responsible for the publication of *Spectrum* and provides news, feature and sports information to the media.

PURCHASHING AND ACCOUNTS PAYABLE – North Hall 308

Mary Glenz

Accounts Payable handles all requisitions and payments for College expenditures. They also handle reimbursements for College expenses to faculty, staff, and students.

Purchasing handles all purchase orders for materials and supplies as requisitioned by the various departments and offices of the College.

REGISTRAR – North Hall 209

Ruthane Bopp, Registrar

This office handles course registration, course information, and transcripts.

RESIDENCE STAFF SERVICES

Each residence hall has a Head Resident and one or more Resident Assistants who are responsible for the organization, administration and maintenance of the hall. Residence Staff members serve as information resources, program catalysts, Hall Council advisors, community rights supporters and peer counselors.

A Freshman Coordinator serves as Head Resident of Nollen Hall and is primarily responsible for the development of programs and services responsive to the special needs of Freshmen.

A Residence Hall Coordinator serves as Head Resident of Gregory Hall and is primarily responsible for sophomore programs, as well as services responsive to the needs of all upperclass students.

The Residence Staff are representatives of the Dean of Student Affairs Office.

SECURITY – College Hall Annex, Room 20

Don Craft, Director

The Security Department is dedicated to the safety and protection of the College and the community. The success of the Security Department in the performance of its duties is largely measured by the degree of support and cooperation it receives from the people it serves. All members of the College community are expected to comply with the directions of Security Officers, and students and their guests are required to present their I.D. cards when requested.

The Security Office is responsible for traffic safety, vehicle registration, investigation of thefts, liaison with Municipal police and fire departments, and documenting matters which are referred to the Office of Student Affairs and the Judicial Board. Students should report immediately any crime or suspicious occurrence to the Security Office.

The Security Department is open at all times (the ground floor rear entrance should be used after regular hours).

WRITING CENTER – Donnelley 148 (lower level; enter through Library)

Barbara Guenther, Director

The Writing Center is a free, no-strings-attached facility set up for students who are writing less effectively than they would like. Students need not have severe writing problems to use the Center; anyone wishing to write better papers, lab reports, or essay tests can receive individual help from the Composition Advisor and from trained student tutors. Tutors are trained to work with a variety of writing difficulties: planning and organizing a paper; working on basics such as grammar, punctuation, spelling; writing prose that is not only correct, but also graceful.

Anyone whose writing could be better organized, more correct, or more graceful can make use of the Writing Center. Even if you have taken or are planning to take a writing course, feel free to drop by.

Arrangements can be made for contact with a tutor during the day, evenings, and on weekends, by contacting the Writing Center during regular office hours.

FEBRUARY

MON	TUE	WED	THUR	FRI	SAT	SUN
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Watch for:

South Seas Night

SECTION IV

RESIDENTIAL LIFE

GENERAL GUIDELINES AND SERVICES

APPLIANCES in student rooms should be regulated by common sense. Those with self-contained thermostatically controlled heating elements may be used. Other appliances may only be used in residence hall kitchenettes. Circuit capacities may require additional limitations which must be followed the safety of everyone. When in doubt, ask!

BARBECUES may only be used outdoors, away from buildings, and in an appropriate container. Barbecues are prohibited on balconies, and briquets or fluid may not be stored in student rooms.

BICYCLES may be parked in assigned areas inside and outside the residence halls. Bicycles must be registered with the City of Lake Forest. This can be done at the Campus Security Office.

BOARD is required of all resident students for the full academic year. Requests for release from the board plan should be forwarded to the Business Office with complete medical or religious documentation.

CANDLES, if used with extreme care, may be used during religious holidays, or if enclosed in a glass chimney. Strobe candles are prohibited, and no candle should be kept burning when occupants are asleep or out of the room.

CHECK-IN/OUT INVENTORY forms are provided to insure accountability for College property. All occupants share responsibility for the presence and condition of room furnishings, and it is in the student's interest to complete a Residence Hall Room Inventory with the Head Resident when moving into or out of a room.

CLOSING OR DEPARTURE timetables and processes are as follows:

Students who withdraw, transfer, or are academically or otherwise dismissed are required to vacate their room within 72 hours of completion of their last class or notice of dismissal (unless a recess is scheduled in which case 24 hours is the limit). Where an appeal is pending, 24 hours beyond the outcome of the appeal is allowed as long as this period does not exceed one week into the academic term following the dismissal.

Departing students are expected to complete a Residence Hall Room Inventory Sheet and return it and keys to the Head Resident, and return I.D. cards to the Dean of Student Affairs Office immediately. Refund policy guidelines are published in the Lake Rorest College Bulletin.

At the end of the academic year, graduating seniors may occupy their rooms until 2:00 p.m., Sunday, June 3, 1979. All other students are expected to vacate within 24 hours of the last class or exam, and no later than 5:00 p.m., Thursday, May 31, 1979.

Failure to vacate a room within the allotted time period may result in trespass prosecution, or guest charges.

FURNISHINGS & REPLACEMENT COSTS are as follows:

Bed Frame ($45)
Carpeting ($120), bolster frames ($50), and bolster drawers ($10) are provided in some residence halls).
Chair ($34)
Desk ($119)
Desk Drawer ($35)
Door ($60)
Drapes ($100) are provided in Deerpath, Gregory, Lois, McClure, Nollen and Roberts.
Drapery Hardware ($20)
Dresser ($128)
Dresser Drawer ($50)
Lamp ($25)
Lamp Shade ($5)
Locks ($45)
Mattress ($60)
Mattress Cover ($6)
Mattress Pad ($6)
Mirror ($25)
Pillow ($7), if requested
Screen ($25)
Waste Basket ($5)
Window (large: $50)
Window (small: $12)
Window Shade ($6)

Occupants will be charged for missing or damaged items and a $10 or $25 charge may be assessed for a messy room.

GUESTS may share occupant facilities for periods up to 72 hours provided the Head Resident is notified. All guests must have a guest I.D. card (available from the Head Resident) and a designated resident student host. Lack of notice and/or extended occupancy will result in a $10 per day charge to the resident and trespass prosecution of the non-resident.

HOUSEKEEPING services are provided in bathrooms, hallways, and other public areas.

KEYS are available from the Head Resident. A $5 key deposit is required each year and will be refunded when keys are returned. Refunds are not issued after June 30.

Lost key replacement charges are $10 per room key, $3 per hall key. To secure a replacement, pay the Business Office and bring the receipt to the Physical Plant Office.

Stolen keys should be reported to Security and the Physical Plant.

KITCHENETTES are available in all residence halls and the cleanliness of these areas is the responsibility of the user.

LAUNDRY facilities are provided in all residence halls. Problems should be reported to the Head Resident, and refunds are possible by reporting the machine location and number to the Purchasing Department in the Business Office.

LINEN is not provided by the College. For several years, however, linen service has been offered by Means Linen Service, 3005 Central Avenue, Waukegan, Illinois 60085 (312-623-1050). Any questions or comments should be addressed to the company.

LOUNGES & FURNITURE are located in all residence halls and the cleanliness of these areas is the responsibility of all students. Removal of furniture is prohibited, and replacement or moving charges will be assessed against anyone who removes lounge furnishings.

OPENING OR OCCUPANCY timetables and processes are as follows:

For the fall term, new students may move in after 9:00 a.m. on Saturday, September 9, 1978. Other students may move in after 9:00 a.m. on Monday, September 11, 1978.

The residence halls will close for winter recess at noon on Friday, December 8, 1978.

For the winter term, new and returning students may move in after 9:00 a.m. on Tuesday, January 2, 1979. Mid-winter term arrivals may occupy rooms after 9:00 a.m. on Monday, January 29, 1979.

For the spring term new students may move in after 9:00 a.m. on Monday, February 26, 1979.

All students should note that the residence halls will be open during recess periods with the exception of the winter recess. Also, food services will not be available during the winter and spring recess.

Entering students should check-in with, receive keys, and complete a Residence Hall Room Inventory sheet from the Head Resident, and secure an I.D. card at Commons.

Returning students should follow the above steps except that the old I.D. card should simply be validated at the Business Office.

PAINTING & ROOM DECORATION should be guided by common sense. Painting is permitted only after a Residence Hall Room Painting Contract is completed with the Business Office and appropriate steps followed. No other room painting process is permitted. Other decorations are all right as long as they do not constitute any kind of hazard and are removed upon departure with no marks or other damage remaining. Occupants are fully accountable for the condition of their rooms.

PETS are strictly prohibited in residence halls or other public areas. Small animals in cages or bowls (e.g. fish) are permitted if registered with the Head Resident. The occupant is responsible for any eventualities resulting from the presence of a pet. Failure to remove any animal when requested may result in eviction of the resident. When in doubt, ask.

REFRIGERATORS are prohibited if output is greater than 4 amps. Refrigerators must be registered with the Head Resident.

RIGHTS OF RESIDENTS are as follows:

Residents have the primary right to study and to sleep in the residence halls. While program interests and social activities are part of the residential experience, the primary function of Lake Forest College is intellectual and personal development and a suitable atmosphere is necessary to this end. Courtesy and cooperation in response to requests for quiet are expected at all times. As further support for a resident's primary right, College-wide quiet hours begin at 11:00 p.m., Sunday through Thursday, and at 1:00 a.m., Friday and Saturday.

Residents are guaranteed privacy within the confines of their rooms on campus. Representatives of the College should not enter a student's room except under the following conditions:

1. For the purpose of inspecting rooms for general physical conditions and/or damage when written notification has been posted in the residence hall 48 hours in advance of any such action.
2. When the student has specifically requested a repair.
3. For the purpose of inspecting rooms for fire safety. Disciplinary action against a student on the basis of such entry is limited to violations of fire/safety rules or stolen property.
4. During vacation periods if the room is vacant. (If the room is occupied during the vacation period, the usual 48 hour notification applies). Inspections at this time are limited to room condition and fire safety. A minimum number of fire inspections per year are required by law, and the Physical Plant is better able to perform these routine inspections during the vacation periods.
5. In emergency circumstances where imminent danger to life, health, safety, or property is reasonably feared.
6. When there is excessive noise or disturbance which is affecting others.
7. When, under the authority of the Dean of Student Affairs Office, there is evidence that College regulations have been violated. Such evidence is to be based upon direct observation of the violation or upon report from an identifiable source.

The right to enter is not synonymous with the right to search. When fire and safety checks are involved, any search shall only be authorized to establish that no violation of fire and safety standards exists.

College owned premises occupied by students and the personal possessions of students shall not be searched except under court authority or by permission of the Dean of Student Affairs Office. To obtain permission

from the Dean of Student Affairs Office, application must be made to the Dean of Student Affairs specifying the reasons for the search and the objects or information sought. The student occupant should be present, if possible, during the search.

If a student believes that entry into or search of his premises violates the regulations established above, he should bring his accusation both to the President of the Student Government and the Chairman of the College Life Committee. They, in turn, shall refer the accusation to a Review Board consisting of three students appointed by the President of the Student Government and two faculty members designated by the Chairman of the College Life Committee. If the accusation is sustained, the student bringing the accusation shall not be charged with having violated College regulations on the basis of evidence gained by means of the unacceptable entry or search.

SHIPPING to the College should be in care of the Physical Plant where shipped items are also to be claimed. Shipping to and from the College is entirely at the owner's risk. Shipping firms are invited to the campus during the final days of the spring term, but matters pertaining to cost, insurance, delivery times, etc. are between the student and the shipper.

STORAGE on campus is at the owner's risk. The College cannot be responsible for damage to or theft of articles left on campus.

Each residence hall has designated storage space. During the academic year and over the summer students may store up to three trunks, boxes, or the like. Bricks, or bookcases are acceptable provided they are neatly piled in a corner or stacked against a wall.

For your protection all items should be boxed, dated, and labeled. Unidentified materials will be disposed of in order to maintain maximum usable space.

In the spring, items for the following year should be stored in the residence hall to be occupied in the fall.

In addition to residence hall storage space, up to three pieces (to include furniture, carpeting, etc.) will be stored by the College over the summer. The cost of this service (which includes pick-up and delivery), dates, and other information is available through the Dean of Student Affairs Office following the spring room draw.

Transportation assistance to students who need to move items for storage is only available if authorized drivers can be found, (the work force is very busy at the beginning and end of the academic year), vehicles are available from the Physical Plant Office, and funds to rent vehicles and pay drivers are available.

VENDING MACHINES are placed in residence halls at the initiative of a College-contracted vendor or the Head Resident. If money is lost in a residence hall machine, contact the Head Resident. If money is lost in a College-contracted machine anywhere on campus, contact the Commons central desk.

WATER BEDS are only permitted in Deerpath, Gregory, McClure, Nollen, Roberts, and the annexes of Blackstone and Harlan. Engineering limitations prohibit water beds anywhere else on campus.

A Water Bed Agreement must be filed with the Head Resident, and anyone with a water bed is responsible for any resultant damages including personal liability in case of electrical shock.

Parents of dependent students are to be made aware of the Water Bed agreement by the student with the water bed.

Students with water beds should bring their own hoses for filling and emptying the beds.

HOUSING OPTIONS AND PROCEDURES

ACCOMMODATIONS for single, double, triple and quad occupancy are available for $700 per person per academic year ($350 per billing period).

Differential accommodations, available only in Deerpath, Gregory, McClure, Nollen, and Roberts, cost more. A single differential (one person occupying space for two) costs an additional $250 per academic year ($125 per billing period). A triple differential (three persons occupying space for four) costs an additional $125 per person per academic year ($62.50 per billing period). Differential space is allocated at the convenience of the College and may be withdrawn at any time.

MARRIED STUDENT HOUSING is not available on Campus. Persons interested in married student accommodations should contact the Dean of Student Affairs Office.

OFF-CAMPUS approval will be given to all sophomores, juniors, seniors, and married students who submit an application to the Dean of Student Affairs Office.

Freshman students may obtain an off-campus release if (a) pursuing an educational project (e.g., tutoring in return for room and/or board), or (b) eligible for a work/live-in arrangement with a local family during the release period. The applicant must submit a written statement which describes the terms and conditions of "a" or "b" with the application. The terms and conditions statement must include the signature and address of the person(s) to whom the student is responsible.

Off-Campus applicants may not participate in room draw. Students who submit an application but are unable to find accomodations should contact the Dean of Student Affairs Office for campus housing.

Students who participate in room draw, but who decide to procure off-campus housing after selecting a room may complete an off-campus housing application upon payment of a $100 penalty fee. (Selecting space in room draw limits the choice of other students and causes the College to rely

on the occupancy commitment). The penalty fee will also be required of students who wish to submit an off-campus application during the academic year. If an application is approved, any room and board refunds will be determined by College Policy as stated in the Lake Forest College Bulletin.

Off-campus students are expected to keep the Dean of Student Affairs Office advised of their addresses and telephone numbers at all times. They are also expected to abide by all College rules and regulations.

PURPOSE UNITS are organized groups of students whose members live together in an assigned area of a residence hall for a specific purpose which may be pursued more fully in conjunction with others than individually. Proposals for the following year are invited each spring and guidelines are available from the Dean of Student Affairs Office.

Selection criteria include the rationale for the unit, creativity, potential benefit to the residence in which the unit is housed as well as the general College community. Purpose Units must apply each year and those already in existence will be evaluated on the basis of past performance.

The approval and location of Purpose Units are determined by the Dean of Student Affairs Office. Approved Purpose Unit members are not eligible to participate in the spring room draw, and the $100 housing deposit required of all students who wish to draw housing is also required of purpose unit members.

Every resident student has a right to draw for space anywhere on the campus. Therefore, purpose units must serve significant purposes to warrant the removal of residence space from the general room draw.

Purpose Units are accountable to the Dean of Student Affairs staff for the actions of unit members and involvement in the residence halls. Units are expected to adhere to all College policies, though supervision of more stringent guidelines will be the responsibility of unit members. Each unit must have an elected (chosen) leader or leaders, and units will be reviewed during the year by the Dean of Student Affairs Office. Purpose units must have not less than ten members.

RESIDENCE HALLS on *South Campus:*

Gregory Hall - coed hall with three lounges, four kitchenettes, and a ceramics studio.

McClure Hall - coed hall ith three lounges, four kitchenettes, and the Women's Resource Center.

Moore Hall - upperclass, coed-by-floor hall with one lounge and one kitchenette.

Nollen Hall - freshman, single-sex by wing hall with four lounges, four kitchenettes, a darkroom, and the Yearbook Office.

Roberts Hall - upperclass, coed hall with three lounges, four kitchenettes, and the House of Soul and Theta Delta Chi purpose units.

ON *Middle Campus:*

Blackstone Hall - coed hall with one lounge, one kitchenette, a seminar room, jewelry-making workshop, and extended (7 p.m. to 7 a.m.) quiet hours.

Harlan Hall - coed hall with one lounge and one kitchenette.

ON *North Campus:*

Bradley Lodge - all-male cottage with two lounges, a kitchenette, and the Phi Pi Epsilon purpose unit.

Deerpath Hall - coed hall with two lounges and a kitchenette.

Lois Hall - all-female hall with two lounges, and one kitchenette.

ROOM CHANGES following the spring lottery may be applied for after the second week of classes in the fall term. A two-week moratorium on room changes will also be in effect at the start of the winter and spring terms. Room changes may only be made through the Dean of Student Affairs Office. Room-rate-charge adjustments will be made on a weekly basis. When a change is approved the move must take place within 72 hours. Students are responsible for returning and receiving keys for room changes from the Head Resident. Students will be charged during the year for failure to return keys. Applications are available at the Dean of Student Affairs Office and will be processed once each week.

ROOM DRAW is the annual spring event during which students who have established a $100 deposit may draw rooms for the following academic year.

Every student who plans to live on campus and who is not a Head Resident, Resident Assistant, or member of a Purpose Unit may take part in the draw.

The draw is done by class with all seniors drawing before juniors, etc.

SUMMER HOUSING is available only for the following students:

1. Those attending summer school at LFC
2. Those approved by the Financial Aid Office for jobs on campus. (students on aid who have employment in the area will be considered.)
3. Those needed by faculty for special projects (letter of request should accompany application.)
4. Foreign or non-resident U.S. students who have received permission from the Dean of Student Affairs.

Appropriate students should apply for summer housing, at the Dean of Student Affairs Office no later than May 17, 1979.

WINTER RECESS HOUSING (December 8, 1978 to January 2, 1979) is available only for the following students:

1. Those whose parents reside outside of the United States.
2. Those working for the College who are needed during the recess.
3. Those listed by the College as independent students and on Financial Aid.

Appropriate students should apply for recess housing at the Dean of Student Affairs Office no later than November 23, 1977.

SOCIAL AND SAFETY RESPONSIBILITY

DAMAGE charges to cover extraordinary maintenance or repairs are assessed against individuals or groups of individuals as follows:

1. When the individual responsible is identified, that individual is charged.
2. When the responsible individual cannot be identified, the Head Resident will charge those persons living or present in the area.
3. Whenever damage occurs, the Head Resident is responsible for determining who should be assessed and communicating this information to the Physical Plant.
4. The Physical Plant Office determines the cost of the assessment and forwards the name and amount-to-be-charged to the Business Office.
5. A copy of the charge is also sent to the individual being charged.

FIRE ALARMS are serious! Twice each year the Head Resident of each hall must conduct a fire drill.

Whenever the alarm sounds, please do the following:

1. Close windows
2. Open drapes and/or shades
3. Turn on lights
4. Close, but do not lock doors
5. Exit quietly and move away from the building

It is also suggested that you take the following articles:

1. Coat (particularly in inclement weather)
2. Shoes (appropriate for fire escapes and the elements)
3. WET towel (to be used over head and face in the event of smoke or flames)

DO NOT RETURN to the building until the all-clear alarm is sounded.

FALSE ALARMS, or TAMPERING with fire safety equipment violates Illinois law and will be severely dealt with by the Conduct Board or civil authorities.

SECTION V
POLICIES & PROCEDURES
(JUDICIAL, GOVERNANCE, ETC.)

ACTIVITY FEE - Funding Guidelines

Discussions within the College Council in the spring of 1973 and among students have led to the establishment of new priorities for determining the expenditures of the Student Activity Fee, and of new procedural guidelines to control these expenditures.

The Student Activity Fee is determined in amount by the Administration of the College and is collected by the Administration as a part of the general fee structure of the College; failure to pay the fee results in suspension of a student's registration at the College.

The College will allocate the Fee to Student Government twice each year - in September and in February. The responsibility for the disbursement of Student Activity Funds lies directly with Student Government and its officers, the President and the Treasurer.

The Administration reserves the right to withhold funds already collected if the Student Government should cease to exist or if procedures are not adequately enforced, and to revise the fee or to cancel it entirely for a given year if it is determined that the established priorities are not being met and/or procedures are being violated.

A review may be held at any time at the request of either Student Government or the Administration, and will be held each year no later than February (prior to the determination of the College's budget); such reviews are to be accomplished by the College Life Committee, which shall report its findings to the Office of the Dean of Student Affairs.

Priorities

The Student Activity Fee shall be distributed in recognition of the following priorities:

a) The maintenance of a representative Student Government;
b) The encouragement of responsible Student Government, through procedures which recognize and reflect individual expressions of funding priorities;
c) The maintenance of an effective, community-wide communication system on campus (e.g. *The Stentor, WMXM);*
d) The support of a comprehensive program of community-wide cultural activities;
e) The encouragement and support of a residence hall program which includes housing units;
f) The encouragement and support of sub-groups within the total community, which contribute to the strength of the entire community.

Procedures

a) The Budget of Student Government shall be set annually by the Government in the Spring of each year.
b) All accounts of Student Government, with the exception of those indicated below, will be maintained within the College's accounting system and will be subject to semi-annual review by the College's Controller.
c) Student Government may grant "economic autonomy" to recognized student groups when it determines that its governance provides for the responsible expenditures of funds and its budget is sufficient in amount to justify a separate expenditure system; such funds may be maintained separately from the Student Government account, but will be subject to a semi-annual review by the Treasurer of Student Government, who shall report to Student Government in this function.
d) All programs, events, publications, etc., supported by the Student Activity Fee shall be open equally to all members of the College Community.
e) All expenditures, whether by Student Government or by those organizations granted "economic autonomy" must be in conformance with civil law and College rules.
f) Neither Student Government nor organizations granted "economic autonomy" may participate in deficit spending.

BULLETIN BOARDS

Bulletin Boards in Commons list daily campus events, job opportunities, events in Chicago and other important notices.

All notices should be approved and stamped in the Office of the Director of Campus Activities before they are posted.

COLLEGE COMMONS

The Commons area serves as the hub of the campus community. Suggestions for developing and promoting recreational, cultural, and social programs in the Commons should be made to the Office of the Director of Campus Activities. Please note the following Commons' regulations:

1) Animals are not permitted in the building
2) Furniture may not be moved from one room to another except when approved by staff personnel
3) No one is permitted to remain in the building after closing hours
4) Bulletin board notices must be approved and stamped by the Director of Campus Activities before they are posted.
5) Solicitations are prohibited unless authorized by College personnel

Cooperation by all members of the College community will be appreciated and will aid in the efficient operation and maintenance of the Commons building.

DRIVING ON THE GRASS

A $25.00 fine will be imposed for driving or parking on the grass and/or sidewalks.

DRUG REGULATIONS

In formulating the Drug Regulations to be recommended to the administration, the College Life Committee, meeting during the fall of 1971, expressed two primary concerns: one for the health and safety of the student; the other for the maintenance of an atmosphere appropriate to an academic institution.

The regulations affecting the private use of drugs place primary responsibility on the student for the conduct of his own affairs. The College will seek to arrange confidential, professional counseling for students with drug abuse problems; the primary interest in such cases will be therapeutic, not punitive.

The Committee expressed particular concern with the threat to student health which is presented by drugs with a high potential for abuse and with trafficking in those drugs. Such drugs are dangerous to the individual and also invite danger to the College community from a wide variety of off-campus sources: addicts, drug dealers, and civil authorities. The College Life Committee expressed the belief that students can and should police themselves in such a way as to make College action in this area unnecessary. Particularly, it was expected that students would see that the dealer in hard drugs was a serious threat to themselves and to others, and would act accordingly to stop the actions of such persons on campus.

Concern was expressed about the possible use of "informers" to enforce the regulations. The College does not, and shall not, make use of persons whether students, or not, specifically assigned to the task of discovering violations of these regulations in a covert role. Only if there is clear evidence of student trafficking in *hard* drugs, and the students and the College have been unable to solve the problem, will alteration of the ban on "informers" be considered. Any change in this policy shall be publicly announced; the authority to change the policy rests with the President, who will consult with the College Life Committee prior to his public decision.

The College reminds each student of Federal and State laws concerning possession, use, sale, or distribution of illegal drugs. (Check the Revised Illinois State Statues in Donnelley Library).

A. *Alcohol* – Under Illinois State Law, persons between the ages of 19 and 21 are allowed to purchase beer and wine beverages. Persons 21 years of age or older are allowed to purchase any type of alcoholic beverage.

1. Possession or consumption of alcoholic beverages is *prohibited* in all academic buildings, McCormick Auditorium, the Commons, the Sports Center, and the Hockey Rink (the only exception to this rule will be in case of functions at which persons under legal age will not be served and which are specifically approved by the Office of the Dean of Student Affairs or by another appropriate administrative office).
2. The College reserves the *right to regulate* consumption of alcoholic beverages at public functions, including the College Pub.
3. Being *under the influence* of alcohol shall in no way be considered an excuse for disorderly or disruptive conduct which shall be subject to the usual disciplinary sanctions.
4. The College allows the drinking of alcoholic beverages only in the individual *rooms and lounges* of residence halls and within the College Pub.
5. The *College Pub* is licensed by the City of Lake Forest and is under compliance with state laws regarding the sale of alcoholic beverages.

B. *Other Drugs* –

1. The *public use* of any illegal drugs will subject the user to established College disciplinary procedures, with the possible penalty ranging up to and including dismissal from College.
2. *Sale or distribution* of illegal drugs, or the possession of illegal drugs in quantities such as to suggest trafficking, will subject students to established College disciplinary procedures. The prescribed penalties for sale or distribution shall be as follows:
   a. The sale or distribution of so-called "hard" and/or addictive drugs, including but not limited to heroin, other opiates, cocaine, and methedrine crystal, shall be grounds for immediate expulsion from College. (Hallucinogens of high-abuse potential, including LSD, shall be considered under this category as well.)
   b. The sale or trafficking in any illegal drugs shall be cause for action up to and including dismissal from College.
3. In recognition of the College's special responsibility to the wider community, the sale or distribution of any illegal drug to anyone *outside the college community* shall result in immediate expulsion from College.
4. A student whose drug use threatens severe *personal, psychological or physical harm,* substantially impairs his or her ability to perform in the academic program, or is substantially deleterious to the general life of the College, and who is unwilling to accept counseling, may be requested to withdraw from the College; in such instances, the students may exercise the right of appeal through established college procedures.

5. Being *under the influence* of drugs shall in no way be considered an excuse for disordery or disruptive conduct which shall be subject to the usual disciplinary sanctions.

FEDERAL REGULATIONS & GRIEVANCE PROCEDURES

In accordance with federal legislation grievance procedures related to Public Law 92-318 (Title IX) and the Rehabilitation Act of 1973 Section 504, have been developed. Any grievance brought under the umbrella of these procedures must, by law, be specifically limited to the issue covered by these laws.

I. Sex Discrimination:

No person shall, on the basis of sex, be excluded from participaton in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Title IX which prohibits sex discrimination in education requires the adoption of a grievance procedure to handle allegations of sex discrimination.

A. Scope of Review:

The inquiry must be limited to a consideration of whether the action or decision was tainted by the irrelevant consideration of sex. The Grievance Committee cannot make a de novo decision or substitute its judgment for that of the decision-making committee or administrative supervisor responsible for the decision.

B. Procedures:

1) **Individuals with a grievance should discuss the grievance with the Dean of Student Affairs.**
2) **Failing resolution, the individual may petition the Grievance Committee to hear the complaint. The petition shall set forth in detail the nature of the grievance and shall state against whom the grievance is directed.**

The Grievance Committee shall be the Conduct Board.

The Committee, following the limits addressed in Section A "Scope of Review" will attempt to make its report within 10 days. If recommendations are made to the President, the President will inform the Committee of his disposition of the matter.

II. Handicap Discrimination

Lake Forest College does not discriminate on the basis of handicap against any otherwise qualified person by denying him or her participation in, or the benefits of, any College program or activity.

A. Procedures:

Section 504 requires the adoption of a grievance procedure to deal with allegations of discrimination on the basis of handicap. If a member of the student body feels there is reason to believe that handicap discrimination has occurred, under Section 504 of the Rehabilitation Act of 1973, grievance should be handled in the following manner:

a) **Individuals with a grievance should notify Mr. White of his grievance, in writing, within seven days of the alleged incident.**
b) **Failing resolution, follow appropriate grievance procedures established for sex discrimination.**

APRIL

MON	TUE	WED	THUR	FRI	SAT	SUN
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Watch for:

Mid-terms
Spring recess
Room draw

FIREARMS/FIREWORKS

The possession, carrying, or use of firearms, including rifles and shotguns, ammunition, explosives, or other dangerous weapons, instruments, or substances in or upon College premises, except by law enforcement officers, is prohibited. This regulation includes pellet guns, BB guns, slingshots, and firecrackers.

GOVERNANCE

The Lake Forest College Governance plan was originally established in 1973 with five objectives:

1. To provide formal ways in which student and faculty voices can be expressed and heard in matters relating to the governance of the College.
2. To make the process of governance visible to all and to establish channels for substantive communication at all levels.
3. To provide a structure to make matters of co-curricular activities a concern of students, faculty, and administration.
4. To develop a form of governance that will not encroach on the primary functions of faculty, students, and administrators.
5. To establish clarity of authority, responsibility, jurisdiction and their accountability.

The following represents the Governance plan as of August, 1977.

ARTICLE I
College Policies and Personnel

A. COLLEGE COUNCIL

1. Duties:
   a. Advises the President.
   b. Considers problems and concerns brought to the Committee by any member of the faculty, student body, or administration who submits a written request to the office of the President. The Council may place the item on its own agenda if a substantial minority of the Council so decides, or it can refer the matter to an appropriate organ of College Governance with the request to keep the Council informed of its disposition of the matter. If there are recommendations on matters of academic policy, faculty personnel policies, or student life, these recommendations must be referred to the appropriate committee for further study, reports or recommendations.
   c. Advises the President on budget priorities for the College.
   d. Supervises and promotes the effective operation of all organs of College Governance and acts as court of appeals in cases in which a substantial number of people maintain that an organ of College Governance (including Student Government)has exceeded, violated, or not fulfilled its constitutional role.
   e. Acts on Amendments (Article VII, Part B) and forwards same to the Office of the President.
2. Composition:
   a. Four faculty members, three to be nominated by the academic divisions in rotation to serve staggered three-year terms, one to be nominated and elected by the faculty at large to a one-year term.
   b. The President of the Student Government.
   c. Three students to be elected from the student body at large (see Article VI,A,2 for nomination procedures).
   d. The President who serves as Chairperson, or the President's designee when the President is unavailable.
   e. The Dean of Student Affairs.
3. Procedures:
   The Council will not ordinarily meet in the President's absence, but in case of emergency it can be called into session by the officer designated as Acting President in the President's absence, who will then serve as Acting Chairperson.

B. FACULTY PERSONNEL POLICIES COMMITTEE

1. Duties:
   a. Advises the President in establishing policies for appointing, promoting, granting tenure, and formulating policies on fringe benefits, research grants, sabbaticals, and other faculty personnel issues.
   b. Through its Promotion and Tenure Sub-Committee advises the President on specific cases of promotion and tenure.
   c. Advises the President on faculty appointments.
   d. Meets with the three student representatives to the Academic Policies Committee at least twice a year and considers with them the general policy guidelines established for appointments, promotion and tenure.

e. Serves as a committee on committees, advising the President on candidates for faculty committees. The Committee shall, whenever possible, maintain effective continuity in committee appointments.
f. Nominates faculty members for election to the College Life Committee.
g. Recommends faculty members for election to trustee committees. In making these recommendations the FPPC should choose representatives whose role in College Governance committees enables them to represent a link between on-campus governance and the appropriate committees of the Board of Trustees.
h. Advises the President on the appointment or re-appointment of department chairpersons. Each such position shall be reviewed by the Committee at least every three years.
i. Advises the President on specific applications for leaves.

2. Composition:
a. The Dean of Faculty who is also a member of the Promotion and Tenure Subcommittee.
b. Six Faculty members to be elected as follows:
(1) Promotion and Tenure Subcommittee: three full professors on tenure (one to be elected each year) nominated and elected by the faculty at large to serve three-year terms. These members will not be eligible for re-election to the Promotion and Tenure Subcommittee for three years, and in no case shall two members of the same department serve on the Promotion and Tenure Subcommittee.
(2) Three faculty members nominated and elected by the faculty at large to serve three-year terms.
c. All eligible members of the standing Governance and Tenure Subcommittee shall be eligible for election to serve on the Promotion and Tenure Subcommittee (and thus on the FPPC). If elected, the person must resign from their former committee.
d. Members of the Promotion and Tenure Subcommittee who are department chairpersons may not participate in deliberations concerning promotion or tenure of faculty from their departments. The most recent, available, former Promotion and Tenure Subcommittee member should participate instead.
e. The Committee shall elect its own chairperson.

C. LONG–RANGE PLANNING COMMITTEE FOR ACADEMIC GOALS

1. Duties:
a. Studies and formulates the academic long-range goals of the College and proposes means of achieving them.
b. Monitors the policies of the Admissions Office and the Financial Aid Office.

2. Composition:
a. Dean of Faculty.
b. Three members of the faculty, appointed by he President on the recommendation of the Faculty Personnel Policies Committee, for three-year terms (the entire committee to be appointed and replaced at the same time).
c. Two students to be elected as follows:
The Academic Advisory Committees will gather in divisional meetings. Each division will nominate two candidates. From a slate of six candidates (two per division) the two candidates with the highest vote total in the general election shall serve on the LRPC regardless of the division they represent.
d. The Faculty Personnel Policies Committee shall recommend to the President which member of the Committee shall serve as its chairperson.

3. Procedures:
a. The Committee shall prepare a five-year master plan, setting forth its views of the College's academic goals and the ways and means of achieving them. This master plan shall be revised by each subsequent Long-Range Planning Committee on the basis of its research and new developments.
b. It is expected that the Committee will bring into its discussions, for a comprehensive examination of various aspects of the College, the appropriate personnel for extended periods of time, i.e. students, alumni, administrative officers and other faculty members.
c. The Committee shall present an annual report to faculty, students, and the Trustee's Committee on Long-Range Planning.

Article II
Academic Life

A. ACADEMIC ADVISORY COMMITTEE

1. Duties: Advise departments and major committees on:
a. Curriculum.
b. Appointments.
c. Departmental policies, procedures and activities.
d. Academic honesty.

2. Composition:
Three majors, elected at a meeting of all majors who then select their own chairperson. It is the responsibility of the Dean of Faculty to maintain in the Dean's office an accurate list of the members of the committees. In the case of departments or programs not offering a major (e.g., Religion, Education, and the College Scholar Program) three students shall be elected at a meeting of all students taking courses in these departments or participating in these programs.

3. Procedures:
a. Departments and interdisciplinary committees must meet with their Advisory Committee before making any recommendations to the Faculty Personnel Policies Committee regarding appointments and before submitting any plans for change in the curriculum to the Academic Policies Committee.
b. A meeting of the Department or Interdisciplinary Committee with its Advisory Committee shall take place at least twice a year.
c. The student chairperson or department may call meetings.

B. ACADEMIC POLICIES COMMITTEE

1. Duties:
a. Formulates and discusses academic policies. (Recommendations about the basic structure of the academic calendar are under the jurisdiction of this committee.) In reviewing or proposing academic policies, the Committee shall consider the feasibility of allowing the Dean of Faculty some discretionary authority in interpreting these rules. The Dean of Faculty is required to inform the Committee regularly of interpretations of academic policy in specific cases.
b. Evaluates curricular recommendations made by departments and interdisciplinary committees.
c. Advises the president on the distribution of faculty within the College.
d. Establishes methods for regular student evaluation of courses.
e. Clarifies the intent of academic policies and rules at the request of the Academic Appeals Board.

2. Composition:
a. Six faculty members (two from each division). Faculty candidates for staggered two-year terms shall be nominated by each division and elected by the entire faculty (ordinarily there will be three vacancies).
b. Three students to be elected as follows:
The Academic Advisory Committees will gather in divisional meetings. Each division will nominate three candidates. From a slate of nine candidates (three per division), the candidates with the highest vote total in each division in the general election (with each full-time student voting for one candidate in each division) shall serve on the APC.
c. The Dean of Faculty.
d. The Committee shall elect its own chairperson.

3. Procedures:
a. Recommendation for curricular change by departments or interdisciplinary committees must be submitted to the Academic Policies Committee for evaluation. Automatic approval will be granted unless two-thirds of the membership of the Committee determines that the proposed changes have important consequences for the College's academic program. Such a decisionplaces the matter on the agenda of the Academic Policies Committee for discussion and action.
b. The Academic Policies Committee's decisions are recommendations to the faculty, to be considered by the faculty meeting (except for those curricular changes to which the Committee has given automatic approval).

C. ACADEMIC APPEALS BOARD

1. Duties:
a. Rules on cases in which students appeal the Dean of Faculty's interpretation of faculty rules or in cases in which faculty rules are unclear.
b. Considers and acts on cases and appeals of academic suspension and dismissal.
c. In extraordinary cases, the Academic Appeals Board can grant exceptions to faculty rules, but only by unanimous vote of all three members. The board must report a summary of its actions to the faculty once each term. This summary should include the rationale behind the Board's decisions in each specific case. These decisions may be appealed to the faculty at the initiative of the student.
d. Reports in detail to the Academic Policies Committee at least once per term.
e. Hears appeals from students regarding an instructor's judgement and/or penalty in cases of alleged violation of College policy on academic honesty.

2. Composition:
   a. Three faculty members, appointed by the President, on the recommendation of the Faculty Personnel Policies Committee. The Faculty Personnel Policies Committee also recommends which committee member shall serve as chairperson. Members are appointed to one-year terms.
   b. The Dean of Faculty and the Registrar as non-voting members. The Registrar serves as secretary of the Committee.
   c. The Dean of Student Affairs who shall meet with the Board when it hears or judges cases and appeals of academic suspension and dismissal.
   d. Three voting student members selected by Student Government to serve on an annual basis only in cases of appeals of alleged violations of College policy on academic honesty.
3. Procedures:
   a. Students must present their appeals in writing with supporting evidence to the Secretary of the Board. Students have the right to make a personal appearance before the Board. If they wish to exercise this right, they must state this in their written appeal. The personal appearance is not for the purpose of bringing in new evidence or arguments but can only be used to clarify points made in the written appeal.
   b. The Board shall give a written reply to students, informing them of the grounds for its decision.
   c. The Secretary of the Board shall receive appeals, distribute copies of the documents to committee members, keep all records, and handle all correspondence for the Board.
   d. (1) When a student thinks that an instructor's judgement and/or penalty in a case of an alleged violation of College policy on academic honesty is inappropriate, the student may submit a written appeal to the Academic Appeals Board outlining the reasons for considering the instructor's ruling unjust.
      (2) The Academic Appeals Board augmented by three voting members selected by Student Government to serve on an annual basis, will arrange a meeting with the student, instructor, Dean of Student Affairs, and departmental Academic Advisory Committee. After hearing all available evidence in the case, the augmented Academic Appeals Board will deliberate among themselves as to the validity of the instructor's judgement of guilt and penalty. If it is the opinion of at least four of the members of the board that the instructor's judgement of infraction of the rules was incorrect or the penalty imposed was inappropriate, the penalty will be changed in accordance with the board's instructions.

ARTICLE III
Student Life

A. **COLLEGE LIFE COMMITTEE**
1. Duties:
   Considers and recommends policies on health, food, housing, counseling services, career planning, athletic programs, and athletic and recreational facilities.
2. Composition:
   a. The Vice President of Student Government.
   b. Three students to be elected by the student body at large.
   c. Two faculty members to be nominated by the Faculty Personnel Policies Committee (at least two names must be submitted for each position) and to be elected to a two-year term by the student body at large at the general student election. One position will be vacant each year.
   d. The Dean of Student Affairs (or a permanent representative from that office, appointed by the Dean of Student Affairs).
3. Procedures:
   a. The Committee shall elect one of its student members as chairperson.
   b. Recommendations of the College Life Committee are subject to veto by a majority of all full-time students. In order to initiate such a referendum its backers must submit to the President of Student Government a petition with the signature of at least 250 full-time students. Such a petition must be submitted within two weeks of the public announcement of the particular decision objected to (vacation days and final examination periods are not counted). The petitions will be checked by the Dean of Student Affairs and the Executive Committee of Student Government.
   c. All recommendations of the Committee are in the form of recommendations to the President.
   d. A faculty member, appointed by the FPPC as faculty athletic representative, and the College Athletic Director shall serve as a committee on athletics. They shall meet with the College Life Committee whenever athletic policies are discussed and shall be entitled to vote on those issues.

ARTICLE IV
Student Government

A. Student Government will have at least the two following governing bodies: a General Assembly and an Executive Committee. Should a situation arise when the College Council determines that no student government exists, the College Council shall assume responsibility for the duties of student government until a Student Government is formed through elections.

1. **GENERAL ASSEMBLY**
   a. Duties:
      (1) Meets at least once a month and reviews the decisions of the College Life Committee and the Executive Committee. The Assembly shall have the right to veto such decisions by a majority vote of its total membership.
      (2) The Assembly shall elect three of its members to serve on the Executive Committee.
   b. Composition:
      (1) The Delegates who shall be elected on a representative basis from student constituents.
      (2) The Dean of Student Affairs (or a representative from that office) who shall be an observer.
2. **EXECUTIVE COMMITTEE**
   a. Duties:
      (1) Administers the affairs of Student Government.
      (2) Allocates the student budget.
      (3) Recommends students to the President of the College to serve on the Conduct Board, Committee on Dispositions and trustee committees.
      (4) Makes student appointments.
   b. Composition:
      (1) The President, Vice-President and Treasurer of Student Government.
      (2) Three representatives from the General Assembly.
      (3) One student appointed by the Student Government President.

ARTICLE V
Communication

A. All minutes of standing committees shall be distributed to:
   1. All faculty members.
   2. The President, Dean of Faculty, Deans of Student Affairs, Assistant to the President, Assistant to the Dean of Faculty, Director of Admissions.
   3. All Head Residents for posting.
   4. The Library reserve section and the College archives.
   5. The Student Government Officers.
   6. The Campus Activities Office for posting.
   7. All members of the Committee which issues the minutes.
   8. Chairpersons of all Governance Committees.

B. Each Governance Committee chairperson is responsible for:
   1. Designating a secretary, with the exception of the Academic Appeals Board.
   2. Preparing the agenda for meetings.
   3. Insuring the prompt distribution of minutes.
   4. Calling meetings and notifying members.
   5. Insuring that minutes are complete and prepared in the proper format.
   6. Reporting to the faculty and Student Government in the fall and spring.

C. Dissemination:
   1. The Librarian shall keep complete files of all committee minutes.
   2. The Director of Campus Activities shall post the minutes and reports of all committees in Commons.
   3. The Office of the President shall maintain an up-to-date "record" copy of the Governance system.
   4. Any communication problem within the Governance system should be brought to the attention of the College Council for resolution.
   5. The student newspaper shall announce, when requested, and, when necessary, at the expense of the College:
      a. Committee and Student Government meetings, agendas, reports, and decisions.
      b. Campus events.
      c. Statements by the President and other administrative officials.

D. Reporting:
   1. All committees and administrative officers (i.e. the President, the Deans, the Director of Admission, Financial Aid, Development, and the Library) shall report to the Faculty and students on their agenda and progress for the year early in the fall and spring terms.
   2. Student members of Governance committees shall report to the General Assembly of Student Government on their committee work in the fall, winter, and spring terms.

3. Additional reports from committees may be requested for the faculty by the President of the College, or for students by the President of Student Government.

E. Registration:
1. All student organizations that identify themselves as Lake Forest College groups must register with the Director of Campus Activities.

ARTICLE VI
General Procedures

A. Elections:
1. Faculty elections shall take place, in order, as follows:
   a. Promotion and Tenure Subcommittee of the Faculty Personnel Policies Committee:
   No later than the second week of spring term the Dean of Faculty shall circulate to the faculty a list of the faculty members eligible for election to the Promotion and Tenure Subcommittee. Each faculty member shall vote by secret ballot for one candidate.
   The Dean of Faculty shall then prepare a ballot listing the names of the three leading candidates. Each faculty member shall vote by secret ballot for one candidate.
   b. Academic Policies Committee:
   No later than the fourth week of spring term the Dean of Faculty shall circulate to the faculty, by division, a list of the faculty members, in the same division, eligible for election to the Academic Policies Committee. Each faculty member shall vote by secret ballot for one candidate in the member's division.
   The Dean of Faculty shall then prepare a ballot listing the names of the three leading candidates in each division. Each faculty member shall vote by secret ballot choosing one candidate in each division.
   c. The College Council:
   No later than the sixth week of spring term the Dean of Faculty shall circulate to the faculty, in the division in which the three-year term vacancy occurs, a list of the faculty members, in that same division, eligible for election to the College Council. Each faculty member in that division shall vote by secret ballot for one candidate.
   d. The Remaining Members of the Faculty Personnel Policies Committee:
   No later than the eighth week of spring term the Dean of Faculty shall circulate to the eligible faculty (see I,B,2,b, (2)) a list of the faculty members eligible for election to the Faculty Personnel Policies Committee. Each faculty member, of the entire faculty, shall vote by secret ballot for one candidate.
   The Dean of Faculty shall then prepare a ballot listing the names of the three leading candidates. Each faculty member, of the entire faculty, shall vote by secret ballot for one candidate.
   e. Election to the College Council, the Faculty Personnel Policies Committee or the Academic Policies Committee shall make a faculty member ineligible for election to another of these committees (except as modified by I,B,2,c).
   f. A faculty member on half-year leave is ineligible for service on a committee for the year of the leave.
   g. Voting eligibility: those persons with voting privileges as defined in the *Faculty Handbook* are eligible to vote in Governance elections and run for Governance positions.
2. Procedures for Student Elections:
   a. No later than the end of the second week of spring term, all nominations by petition for President, Vice President and Treasurer of Student Government must be presented to the Dean of Student Affairs, who shall then prepare the ballot. Elections for positions in Student Government must be held no later than the fourth week of the spring term.
   b. No later than the fourth week in the spring term the Dean of Faculty shall arrange meetings of all departments and interdisciplinary majors for the purpose of selecting the Academic Advisory Committees.
   c. No later than the fifth week in the spring term the Dean of Faculty shall arrange a meeting of the Academic Advisory Committees to nominate student candidates to the Academic Policies Committee and the Long Range Planning Committee for Academic Goals.
   d. All nominations by petition for the student vacancies on the College Life Committee and the College Council must be submitted to the Dean of Student Affairs no later than the fifth week of the spring term.
   e. No later than the seventh week of the spring term, but no sooner than two weeks after the elections for Student Government, the Dean of Student Affairs (with the assistance of Student Government and the Dean of Faculty) shall prepare the ballot and conduct an all student election for the following positions:
      (1) Three students to the College Council.
      (2) Three students to the Academic Policies Committee.

      (3) Three students to the College Life Committee.
      (4) Two students to the Long Range Planning Committee for Academic Goals.
      (5) One faculty member to the College Life Committee.
   f. No later than the second week of the fall term the Dean of Student Affairs (with the assistance of the Student Government Officers) shall arrange for elections to be held for delegates to the General Assembly of the Student Government.
   g. Nomination or appointment to the College Council, Academic Policies Committee, the College Life Committee, or the Long Range Planning Committee shall make a student eligible for nomination or appointment to another of these committees.
   h. All nomination petitions for Student Government President, Vice President, Treasurer, and College Council or College Life Committee must consist of at least fifty full-time student signatures.
   i. Terms of Office:
      (1) The President, Vice President, and Treasurer of Student Government elected no later than the fourth week in the spring term shall take office no later than the sixth week in the spring term.
      (2) The two weeks following the Student Government elections shall serve as a transitional period at the end of which the new Student Government Officers shall assume their duties.
      (3) Delegates to the General Assembly, and members of the College Council, Academic Policies Committee, and College Life Committee shall serve from the start of the academic year until Commencement. These students are eligible for re-election or re-appointment.
      (4) The incumbent Student Government President shall serve the full term on the College Council.
      (5) The incumbent Student Government Vice President shall serve the full term on the College Life Committee.
      (6) The Academic Advisory Committees shall serve from the time of their election in the spring term until the following year's election.
   j. Voting eligibility:
      (1) Each full-time student may cast one vote for each position on the ballot.
      (2) Only full-time students are eligible to run for governance positions.
      (3) Full-time students include last-term seniors taking the minimum courses necessary to fulfill graduation requirements.
3. For the purposes of divisional representation on committees the departments are divided as follows (Academic Advisory Committees for interdisciplinary majors may choose which division they wish to join):

I	II	III
English	Economics	Biology
Fine Arts	Education	Chemistry
Foreign Languages	Politics	Mathematics
Music	History	Physics
Philosophy	Sociology & Anthropology	Psychology
Religion		

B. Vacancies:
1. If the College Council determines that there is a vacancy of an elected position on any committee of College Governance it shall insure that the vacancy is filled (within two weeks time) as follows:
   a. All elective faculty vacancies of College Governance Committees during the terms of office will be filled by the same procedures used to elect members to those positions at the commencement of the terms.
   b. Should a vacancy occur in an elected student position on the College Council or the College Life Committee, the Student Government Executive Committee shall be responsible for appointing a replacement no later than two weeks after the vacancy occurs.
   c. Should a vacancy occur in a student position on the Academic Policies Committee, the Dean of the Faculty will conduct an election among the student members of the Academic Advisory Committees of the division in which the vacancy has occurred to determine the replacement.
   d. Should a student vacancy occur on the Long Range Planning Committee for Academic Goals, the Dean of Faculty will conduct an election among the student members of the Advisory Committees of all three divisions to determine a successor.
   e. Should a faculty vacancy occur in the College Life Committee, the Student Government Executive Committee shall be responsible for appointing a successor from two nominees submitted by the FPPC.
2. If the College Council determines that there is a vacancy of an appointed position on any committee of College Governance it shall ask the FPPC or the Executive Committee of Student Government to recommend respective faculty or student appointees.

C. If a change in a committee member's status may alter the basis of representation or legitimacy of that member's participation, the College Council shall determine what action, if any, is to be taken.

D. Subcommittees:
   1. A committee may appoint a task-oriented subcommittee to study special problems and to bring information and policy options to the appointing committee.
   2. A subcommittee (except for the Promotion and Tenure Subcommittee of the Faculty Personnel Policies Committee) shall exist no longer than the time required to accomplish its task.

E. Every faculty and joint faculty-student committee elected or appointed shall serve the entire academic year.

F. The Dean of Student Affairs is responsible for conducting all student elections, except the elections to the Academic Advisory Committees.

G. The Dean of Faculty is responsible for conducting all student elections to the Academic Advisory Committee.

H. The President is ex-officio a member of all committees.

ARTICLE VII
Ratification and Amendment Procedures

A. Ratification:
   1. This College Governance plan shall go into effect upon ratification by a two-thirds vote of all faculty members and full-time students participating in separate ratification elections.
   2. Students shall vote by secret ballot during a two-day period. Balloting shall be under the supervision of the Dean of Student Affairs.
   3. The faculty shall vote according to its rules at a faculty meeting held after the close of the polls of the student election.
   4. The Dean of Student Affairs shall announce the result of the faculty and student vote simultaneously.

B. Amendments:
   1. The College Council is empowered to make minor modifications in this College Governance plan to assure the better implementation of the spirit of this document by unanimous vote. In no case shall a change become effective until three weeks after public announcement of the proposed change. If ten per cent of the student body or faculty by petition maintain that the modification is not minor or not in the spirit of the document, such modification can not go into effect.
   2. Amendments can be proposed by the College Council by a vote of no fewer than eight of its members.
   3. Amendments can also be proposed by petition signed by one-third of the faculty or student body. Such petitions must be submitted to the College Council, which shall initiate a ratification referendum.
   4. Amendments shall be deemed ratified if they receive the vote of two-thirds of the faculty voting on the amendment and two-thirds of the full-time students voting on the amendment.

IDENTIFICATION CARD

The student identification card is furnished by the College for use as a means of personal identification as a Lake Forest College student and represents membership in the College community. It remains the property of the College and must be returned to the Office of Student Affairs when the student is no longer enrolled.

Carry the I.D. card at all times. The I.D. card must have a current validation sticker attached in order to be considered valid. It must be presented upon request to any College official.

I.D. cards are available in Commons, and replacements for lost or damaged cards are available to the student upon payment of a $5 (cash) charge.

MAY

MON	TUE	WED	THUR	FRI	SAT	SUN
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Watch for:

Preregistration
RA Weekend
Final exams

JUDICIAL SYSTEM

I PURPOSE

The status of Lake Forest College as a residential academic community and the student's position as a citizen of that community make necessary certain regulations designed to protect and promote a learning environment, to maintain order and to control behavior that infringes on the rights and freedoms of others. The primary objective of the College is to provide human and physical resources most conducive to the education of its students. A college education is primarily academic and intellectual in nature, but it also includes the development of attitudes and values which encourage mature, responsible behavior. The Judicial System is an integral part of the educational process in two ways: it provides those students who administer it a learning opportunity and it requires of all students behavior consonant with decency, recognition of the rights and property of others and obedience to the laws of the land.

II General Statement

The judicial procedures of Lake Forest College have been established to provide justice in cases of alleged violations of College regulations by students. These procedures invoke the College's disciplinary authority and should be distinguished from public law enforcement, which is the province of local, state, and federal officials. If alleged acts are violations of both public law and the College regulations, this document neither requires nor precludes College jurisdiction.

When a minor violation of College regulations occurs, the student involved shall be issued an administrative warning, subject to validation by the Dean of Student Affairs. When a major violation of College regulations occurs, all members of the College are responsible for reporting the facts to a member of the Committee on Dispositions. That committee shall review the facts and take appropriate action; it may advise the plaintiff that no further action is possible; it may advise the plaintiff to seek the assistance of civil authorities; it may record the conduct as a matter of record; or it may continue the investigation. If the case is found to merit a hearing, the Committee on Dispositions shall notify the Conduct Board. The Conduct Board shall hear the Case and may assign authorized sanctions up to and including suspension and expulsion.

Lake Forest College's judicial authority originates in the Board of Trustees and the President of the College. Changes in this document may be recommended by the College Council to the President of the College.

III Minor violation of the College regulations . . . including but not limited to excessive noise, the keeping of pets, and the discharge of fire extinguishers . . . shall be dealt with through the issuance of administrative warnings. A student may be issued an administrative warning by a residence hall staff member, Security Officer, or Dean of Student Affairs staff member. (A Security Officer will attempt to inform a residence hall staff member before issuing a warning.) Administrative warnings shall be cumulative over the period of one academic year plus one additional term (at the end of this period all administrative warnings will be removed from the record); three valid warnings may result in further sanctions.

Major violations of college regulations shall be considered by the Committee on Dispositions and the Conduct Board. These regulations include but shall not be limited to:

1. Physical or verbal abuse or intimidation of any person or conduct which threatens the health or safety of any person.
2. Campus disorders . . .participation in actions which disrupt legitimate activities of the College, as well as behavior which interferes with the free speech or the rights of access to College facilities of any member of the College.
3. Theft of, or intentional damage to, property of the College, or of a member of the College.
4. Unauthorized entry to or use of College facilities.
5. Forgery, alteration, or misuse of College documents, records, or identification.
6. Perjury . . .the conscious furnishing of false information to College officials, the Committee on Dispositions or the Conduct Board.
7. Violation of public laws or College regulations pertaining to: a) alcohol, narcotics, or illegal drugs, including possession and distribution; b) firearms, incendiaries, explosives, and other dangerous items.
8. Failure to comply with directions of College officials acting appropriately in the performance of their duties, including the refusal to present a College identification card to a College official.

IV THE COMMITTEE ON DISPOSITIONS

The Committee on Dispositions shall be composed of a Dean of Student Affairs staff member chosen by the Dean, who shall serve as chairperson; a member of the Faculty, selected by the Faculty Personnel Policies Committee and a student selected by the Executive Committee of the Student Government, both of whom must be approved by the President of the College. The Committee shall be appointed no later than the ninth week of the Spring Term and shall take office at the beginning of the academic year.

A member of the College who has a complaint which could lead to judicial action should bring it immediately to the attention of a member of the Committee on Dispositions. The complaint must be of sufficient specificity to enable the Committee to make an intelligent decision as to the competence of the College to handle the complaint. The person filing the complaint shall be called the plaintiff, and the person cited in the complaint shall be called the respondent.

The Committee shall meet as soon as possible after receiving a complaint, at which time it will decide how the investigation as well as judicial aspects of the case should be handled. The Committee may require any member of the College involved in a violation of College regulations to appear; information given the Committee by such individuals may in turn be requested by the Conduct Board or the President.

The Committee shall advise all parties of their rights and courses of action open to them, including the right to seek assistance from local law enforcement officials. Once the plaintiff reports an alleged offense, he or she shall become a witness to the facts if and when the case is brought to a hearing.

The Committee may act in a mediatory role and, with the plaintiff's consent, may talk separately with the other parties involved, may bring all parties involved together to discuss the matter, or may use any other means of mediation that is appropriate. Some complaints may thus be satisfactorily resolved without subsequent proceedings. If the Committee decides to forward a case to the Conduct Board for a hearing, it shall develop the case so that the Conduct Board can hear and evaluate all relevant testimony. If the Committee decides that there is insufficient evidence to warrant pursuing the case, it shall so inform the plaintiff and the respondent. In such cases the Committee may choose to record in the respondent's file the conduct in question. Such record will be removed upon graduation.

The chairperson, after consulting with other members of the Committee, shall submit in the spring to the College Life Committee, the College Council, and *The Stentor* a report of the Committee's activities during the academic year, including recommendations for the future.

V THE CONDUCT BOARD

The Conduct Board shall be composed of five students and two faculty members. The students shall be nominated by the Executive Committee of the Student Government. Before the names are submitted to the President of the College for final approval, they shall be posted for one week during which students shall be urged to examine the list and make any objections known to the Executive Committee. The faculty members shall be selected by the Faculty Personnel Policies Committee and their names submitted to the President for final approval. One student alternate and one faculty alternate shall be selected in the same manner. The Executive Committee and the Faculty Personnel Policies committee shall take into account in the appointments the need for broad representation of the various groups within the student body. The appointments shall be made no later than the ninth week of the Spring Term, with the new Conduct Board members taking office at the beginning of the next academic year. (After the appointments are made the chairperson may, under pressing circumstances, call upon new members as substitutes.) The chairperson of the Conduct Board shall be a student elected by the five students, two faculty members, and two alternates.

A quorum shall be constituted by six members. The faculty alternate and the student alternate may attend meetings of the Conduct Board even though they may not be serving actively. A member of the Dean of Student Affairs staff shall also attend meetings as an observer, and may participate in cases. A member of the Conduct Board may ask to be disqualified from a meeting on grounds of possible prejudice.

After consulting with the Conduct Board, the chairperson shall submit, in the spring, to the College Life Committee, the College Council and *The Stentor* a report of the Board's activities during the academic year, including a summary of violations and sanctions assigned, and recommendations for the future.

The validity and disposition of complaints arising during the last week of classes (or later during the spring term) or during the summer session shall be determined by the Dean of Student Affairs or his/her appointed alternate. The student charged may request a hearing by a special committee appointed by the President consisting of three students, two faculty members and a representative of the office of the Dean of Student Affairs. The special committee shall elect a chairperson and shall follow the judicial procedures outlined in the Student Handbook.

VI THE HEARING

Hearings shall be relatively informal and procedures shall be flexible. Before a hearing, the chairperson of the Conduct Board shall recommend procedural guidelines which must not contradict this document. A majority of members present shall be required to adopt such guidelines or to overrule the chairperson.

The hearing is closed to all except those conducting it . . .the alternates, the Committee on Dispositions, the plaintiff, the respondent, the respondent's counsel, and a member of the Dean of Student Affairs staff. A tape shall be made of the hearing which shall be kept nine months.

The chairperson of the Conduct Board shall have the power to summon the presence of any member of the College, as well as any other person. Upon reasonable notice to the chairperson, the respondent or the Committee on Dispositions may call upon the subpoena power of the Conduct Board to call witnesses and order the production of pertinent documents. If a student does not appear when subpoenaed, the Conduct Board may impose a sanction up to and including a judicial citation. For faculty members and administrators who do not appear, sanctions up to letters of censure may be recommended. All witnesses before the Conduct Board may be questioned by the Committee on Dispositions, the respondent and/or the respondent's counsel, and members of the Board.

The respondent shall have the right to:

1. Obtain assistance from the Committee on Disposition in cases where the plaintiff is advised to consult local officials.
2. See a written charge against him/her prior to the hearing and written notice of the time and place of the hearing.
3. Request revision or review of the procedures of the Conduct Board concerning any aspect of the case with which he/she is dissatisfied.
4. Refrain from self-incrimination.
5. Testify and present evidence; present a reasonable number of witnesses in his/her behalf; and have an opportunity to question adverse witnesses. In no case shall the Conduct Board consider statements against the respondent unless he/she has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.
6. Have one counsel, who must be a member of the College, present at the hearing at all times while the respondent is before the Conduct Board. The respondent should inform the chairperson of the Board of plans to have a counsel present.
7. Request the Conduct Board to conduct an open hearing, subject to the right of witnesses to closed testimony.
8. Tape his/her own hearing in addition to the official tape.

If the respondent enters a plea of not guilty, the Committee on Dispositions shall present evidence regarding the charge. Upon the conclusion of this presentation, the respondent or the respondent's counsel may speak and request that additional evidence for the defense be introduced by the Committee on Dispositions, or they may themselves introduce evidence. Formal rules of evidence shall not apply; however, evidence must conform to basic standards of fairness. Admissible evidence shall be limited to facts pertinent to the charge; applicability of regulations on which the charge is based to the facts of the case; and circumstances which might affect severity of any sanction assigned. The Conduct Board may recess at any time upon the order of the chairperson to provide for the gathering of additional evidence.

All matters upon which a decision may be based shall be introduced into evidence in the presence of the respondent at the proceedings before the Conduct Board. A respondent's previous conduct record shall not be made available to the Board until after the decision of guilt has been made, and may be used only in the assignment of a sanction.

At least four members of the Conduct Board must vote to convict for a respondent to be found guilty; the chairperson shall vote only in case of a tie. Sufficient evidence to demonstrate an infraction to a reasonable person shall be the standard of proof for determining guilt. The burden of proof rests with the party bringing the case.

VII SANCTIONS

In the assignment of judicial sanctions, the Conduct Board shall consider the nature of the violation, the respondent's previous conduct, and the circumstances under which the violation was committed. Furthermore, the Conduct Board shall consider restitution an integral part of any decision on sanctions.

Administrative Warning Sanctions. Whenever possible, an administrative warning shall be given in person at the time of the incident; however, under unusual circumstances it may be delivered to a student through the campus mail. Receipt of an administrative warning shall require the student to report to the Dean of Student Affairs the next working day, at which time the Dean shall review the incident and decide whether the warning is valid. In reaching a decision, the Dean may consult the warning official, the student, and others in an informal manner. If the student does not report to the Dean, the warning may be automatically validated.

Upon validation of the first warning, notification shall be given to the student, the warning official, the student's academic adviser, and the Security Office; a record shall also be placed in the student's personal file. In addition, upon validation of the second warning, the Dean of Student Affairs shall notify the student's parents or legal guardian. In addition, upon validation of the third warning, the student shall be evicted from the College residence halls for at least the remainder of that academic term. The Conduct Board shall decide whether the eviction is to be extended for a maximum of two additional terms. Residential students (in addition to eviction) and non-residential students shall be subject to the assignment of a social contract, a judicial citation or severe citation. No refund shall be given the student for a paid housing fee.

Within 24 hours after the validation of the third warning by the Dean of Student Affairs, the student may submit a written appeal of any or all warnings to the Conduct Board. The Conduct Board shall hear the appeal only if sufficient evidence of real injustice exists; otherwise, the warning shall remain on record.

Major Sanctions.

1. *Social Contract*, a flexible sanction determined by the Conduct Board and agreed to by the respondent and the Conduct Board appropriate to the violation, which shall generally involve service to the College or to the Community or may involve restitution. A member of the Conduct Board, selected by the chairperson, shall be responsible for supervising the respondent in order to assure that the terms of the contract are met. A Judicial Citation shall automatically be assigned if the contractual terms are not met.
2. *Judicial Citation,* which causes the respondent to be reprimanded for his or her conduct and to be warned that if he/she is ever (or for a specified period of time) convicted of violating a College regulation again, suspension shall be automatic as the least possible penalty. The Conduct Board shall state the suspension period applicable to the second violation.
3. *Severe Citation,* which, in addition to the provisions of the Judicial Citation, excludes a student from eligibility for extracurricular activites and from representing the College in official positions off campus. The Conduct Board shall state the period of time for ineligibility.
4. *Suspension and Expulsion,* the former ranging in length from at least one academic term to two academic years. Both these sanctions shall be recommendations to the President of the College, who alone has the power to suspend or expel a student. Students who face the assignment of a judicial sanction and who are on leaves of absence may lose their privilege to return to the College by action of the Conduct Board; this sanction shall be considered equivalent to expulsion of a student enrolled in the College. The respondent may appeal to the President the sanctions determined by the Conduct Board.

With all sanctions, the President of the College retains the power of executive privilege and authority, the powers of suspension and expulsion. He may delegate to the Dean of Student Affairs the power of temporary suspension pending final action by civil or College officials if the alleged violation is a potential threat to the safety or well-being of the College or the Community.

JUNE

MON	TUE	WED	THUR	FRI	SAT	SUN
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Watch for:

Commencement

MOTOR VEHICLES

All vehicles on campus *must be registered* with the College. Commuting students and resident sophomores, juniors and seniors may have cars. The cost for registering a vehicle on campus is as follows:

Resident student:	$30.00 per year
Commuting student:	$20.00 per year
Motorcycles:	$10.00 per year

State license plate registration and driver's license must be shown in order to obtain a permit. Public liability-property damage insurance is also required. Students not entitled to have their own cars on campus may not drive cars of others. Students must recognize the authority of the Campus Security Officers or lose their permit at once.

Motorcycles may not be driven on the sidewalks and walkways on campus.

Inoperable cars (due to any reason) must be removed immediately to the proper parking area by owner.

Unregistered vehicles and improperly parked cars may be towed and/or stored at owner's risk and expense.

Tickets will be issued to violators. Registered vehicles, including motorcycles will be charged $5.00 per ticket. Tickets may be appealed to the Director of Security. Tickets should be paid at the Business Office (or proof of successful appeal should be presented to clear accounts). Tickets must be paid (or successfully appealed) *within 7 days of issuance.* After 7 days, fines will double and will be added to the student's account at the Business Office. If a student has successfully appealed a ticket, but has not acted within the 7 day period, there will be a $5.00 service charge for removing the fine.

Parking privileges will be revoked if a student accumulates three unpaid tickets or if any vehicle accumulates six or more violations per year (registered car owners are responsible for all citations received by their cars). When privileges are revoked the permit must be scraped off, the remains surrendered, and the vehicle removed from campus. A $25.00 fine and/or such action as the College deems appropriate will be imposed if the vehicle is on campus at any time after revocation of the permit.

Unregistered Vehicles: If three tickets are received before the vehicle is registered, no registration will be allowed and the vehicle must be removed from campus for the year.

Failure to pay tickets or to remove a vehicle whose registration has been cancelled may result in further action by the College.

PRIVACY STATEMENT

1. Directory Information

The amendments to the Family Privacy Act make it possible to release "Directory Information" to any parties without the written consent of the student. As stated in the Congressional Record, "Directory Information" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, the student's class schedule, the name of the student's parents and academic advisor, and other information routinely published in the College directory.

2. Information to Parents of Dependent Students

The College no longer needs the dependent student's written consent to send his or her parents the following information: College bills, grades or other academic information (as appropriate), and other information about the general welfare of the student.

3. Confidential Information

Students may not review their parents' financial records without written consent of the parents. In addition, confidential letters and statements placed in the students' files before January 1, 1975 must have their assurance of confidentiallty respected. Otherwise, students may inspect their records in the Office of the Dean of Student Affairs.

Persons with questions about the revised law should feel free to consult with the Office of the Dean of Student Affairs.

PROPERTY LOSS Lake Forest College does not provide insurance for students' personal belongings such as bicycles and hi-fi sets. If a student sustains a loss, the College cannot be held liable for the replacement of such loss. It is recommended that the student make arrangements for insurance to cover personal belongings.

In the event that there is the possibility of negligence on the part of Lake Forest College, the alleged damaged property must be immediately examined by a representative of the College, preferably the Security Department. This is not a valuation of procedure; it merely establishes the fact of loss.

College negligence will subsequently be reviewed. Those claiming such negligence must advise, in writing, the Business Office with a copy sent to the Office of the Dean of Student Affairs.

If settlement is made, the recipient must sign a statement that no claim is being made to an insurance company.

RECRUITERS

No student may obstruct other students from access to an exchange of information with a speaker, recruiter, or representative who has made arrangements to visit the College.

No speaker, recruiter, or representative who visits the College shall be permitted to take photographs of demonstrators or in any other way intimidate students from exercising their right to demonstrate peacefully.

RESERVATION OF CAMPUS FACILITIES AND SCHEDULING

A. Room reservations for on-campus activities are made through the following people:

Sports Center:Mike Dau
Donnelley Gallery: Mary Kane Trochim
Commons Cafeteria, Pierson ABC, & Commonplace: Campus Activities Office
All other rooms in academic buildings, including McCormick Auditorium and Reid Auditorium are reserved as follows:

1. For scheduling between 8:00 a.m. and 5:00 p.m. every day of the week, contact Cheryl Preussner (Dean Donnally's Office)

2. For scheduling after 5:00 p.m., contact the Campus Activities Office

The *rental* of any room or building on campus to an outside person or group is done through Marshall Jowers, Director of Conferences, who will also handle reservations for *housing for visiting lecturers and professors.*

B. All campus activities (regardless of the room reserved) must be noted on the *Master Calendar* in the Campus Activities Office. This can be done via a phone call or by sending a brief written notice. The Campus Activities Office should be notified immediately if any event is cancelled.

SMOKING

No smoking is allowed in any classroom (except seminar rooms), studio, laboratory, library lounge area, the auditorium, the field house, or the Chapel. Faculty members are asked to cooperate in the enforcement of this rule.

SALESPERSONS/SOLICITORS

No salespersons are permitted in the residence halls. No salespersons are permitted in any other area of the Campus without written approval of the office of the Dean of Student Affairs.

SPEAKER POLICY

The following excerpt from the resolution adopted by the Board of Trustees on December 2, 1963 is quoted here:

> . . . Lake Forest has long recognized that academic freedom for its faculty and students is not a privilege granted by administration and trustees, but an absolutely necessary atmosphere without which excellence in education cannot be attained. If the quest for truth is not free, then both the quest and the truth are seriously endangered. Every teacher and every student at Lake Forest enjoys the rights guaranteed to all Americans by the Constitution of the United States and the privileges traditionally accorded all members of the academic community, both in the classroom and outside of it . . .in its policy governing this appearance of outside speakers on campus, Lake Forest College seeks only to be assured that such speakers are willing to engage themselves in a rational dialogue with faculty and students, in a give and take of free discussion.

The sole purpose of inviting a speaker is to contribute to the aims of the College as a center of free inquiry and sound learning. To assure that a speaker is the kind of person whose method of presentation is appropriate to the atmosphere of a liberal arts college, the following procedures must be followed:

1. Only organizations officially recognized by the College may invite a speaker to the campus.
2. Before inviting a speaker, student groups must obtain the written approval of the Dean of Student Affairs.
3. If the Dean of Student Affairs objects to the invitation of a particular speaker, the College Council will automatically review the case before a decision is given to the applying group.

In May of 1966 the Board of Trustees supplemented that statement as follows:

> The College is desirous of continuing that policy, opening its doors to all points of view. It seeks also, however, to insure that invited guests of the College, or of groups within the College, will be treated with courtesy and respect, and accorded the dignity due to them as human beings, no matter how strongly persons in their audiences might disagree with their ideas.

The College Administration and Trustees, therefore, set forth the College attitude as follows:

1. The College, out of simple courtesy, wishes to protect its guests from insults and indignities.

2. The College seeks to preserve a forum open to all. Freedom of inquiry in a liberal arts college takes precedence over freedom of public demonstration.
3. Picketing or demonstrating are appropriate tools only where the rational processes of discussion have broken down so that negotiation or dialogue is no longer possible.
4. The College wishes to make it clear that outsiders who are not members of the College community and who seek to intervene or agitate on College property, will be treated as trespassers.
5. Further, in order to preserve an orderly atmosphere and avoid possible embarrassment to invited guests, the College will prohibit two speakers representing opposing viewpoints on the same date, unless the events have been appropriately arranged in advance and unless both speakers have full prior knowledge and acceptance of the circumstances of their invitation.
6. The College neither has, nor desires, authority to prohibit its students from participating as individuals in picket lines or peaceful and lawful demonstrations off campus on behalf of causes with which they are in "sympathy."

VEHICLE RENTAL

The Physical Plant has two vans available for rent to recognized student groups. Vehicles may be used only for College-connected and approved activities. Drivers have to have an operator's license and be certified by the Physical Plant as being authorized to drive these vehicles. Vans are only available for "local" travel. The cost will be 10 cents a mile plus $1.00 an hour. Twelve-hour periods cost $8.00 plus 10 cents a mile. Twenty-four hour periods cost $12.00 plus 10 cents a mile. Minimum charge is $3.00. Reservations must be made in advance.

LAKE FOREST COLLEGE *Lake Forest, Illinois*

A GUIDE TO THE BUILDINGS

SOUTH CAMPUS

ALUMNI MEMORIAL FIELD HOUSE
Alumni and friends of the College contributed funds for its building in 1950 as a memorial to Lake Forest College graduates who died for their country in military service. Recently converted into an indoor hockey rink.

SPORTS HEALTH CENTER
The new gymnasium contains basketball, handball and squash courts, a swimming pool, staff offices and health service facilities. Adjoining it are four new tennis courts and a new playing field used for baseball, soccer, and as a practice area.

Dormitories: GREGORY, McCLURE, ROBERTS and NOLLEN HALLS, each composed of two wings, house sixty students per wing.

MOORE HALL, a women's residence, was built in 1892. Originally named East House, it was renamed in 1963 to honor Dr. Herbert McComb Moore, eight President of the College.

FACULTY HOUSING
Only a part of the faculty reside on campus, in houses so designated.

THE PRESIDENT'S HOUSE, built in 1961, is the scene of receptions and meetings for students, faculty, alumni and parents.

MIDDLE CAMPUS

BLACKSTONE and HARLAN HALLS, constructed in 1907, enlarged in 1946 and 1962, used primarily as freshman men's residence halls.

LILLY REID HOLT MEMORIAL CHAPEL, distinguished by its graceful tower and large Gothic vaulted hall, was built in 1899 along with Reid Hall, to which it is connected by cloister.

ARTHUR SOMERVILLE REID HALL, a free adaptation of English university architecture, was the main College library until 1965.

PATTERSON LODGE, built in 1879 as the President's House, now is the College Admissions Office.

COLLEGE HALL, built in 1878 as a gift of the Charles B. Farwell family, is now the oldest building on the campus.

NORTH HALL, similar in form to College Hall, houses most of the College administrative offices, including office of the President.

DURAND COMMONS, the older part built in 1907, named for Calvin Durand, copies an English university commons housing student lounges, coffee shop, a faculty lounge and the bookstore.

DONNELLEY LIBRARY. Opened in 1964, this strikingly modern glass and brick structure houses the College's main collection of books and journals (approximately 120,000 bound volumes). Government documents, and an extensive, growing collection on microfilm.

CARNEGIE HALL, built in 1907 as the Science Building, is now the English and Foreign Language Center.

ERNEST A. JOHNSON MEMORIAL SCIENCE CENTER, an imposing group of connected buildings, was named for the ninth President of the College. It houses the Departments of Biology, Chemistry, Physics and Psychology — with the most modern laboratory and research facilities.

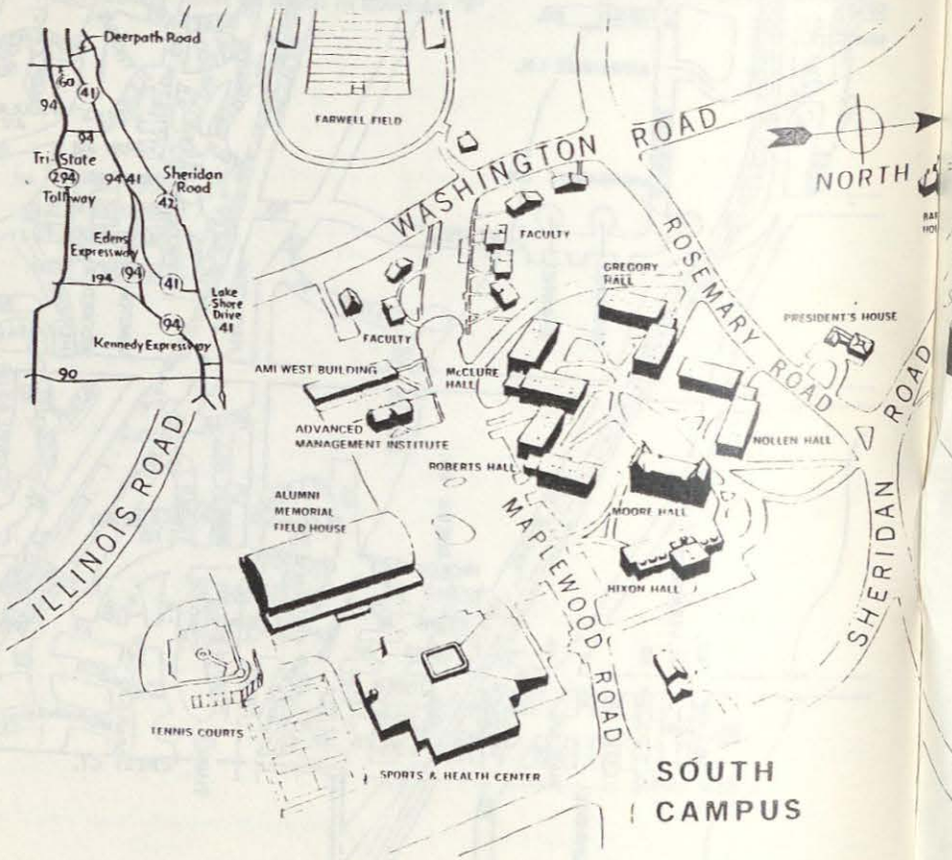
NORTH CAMPUS

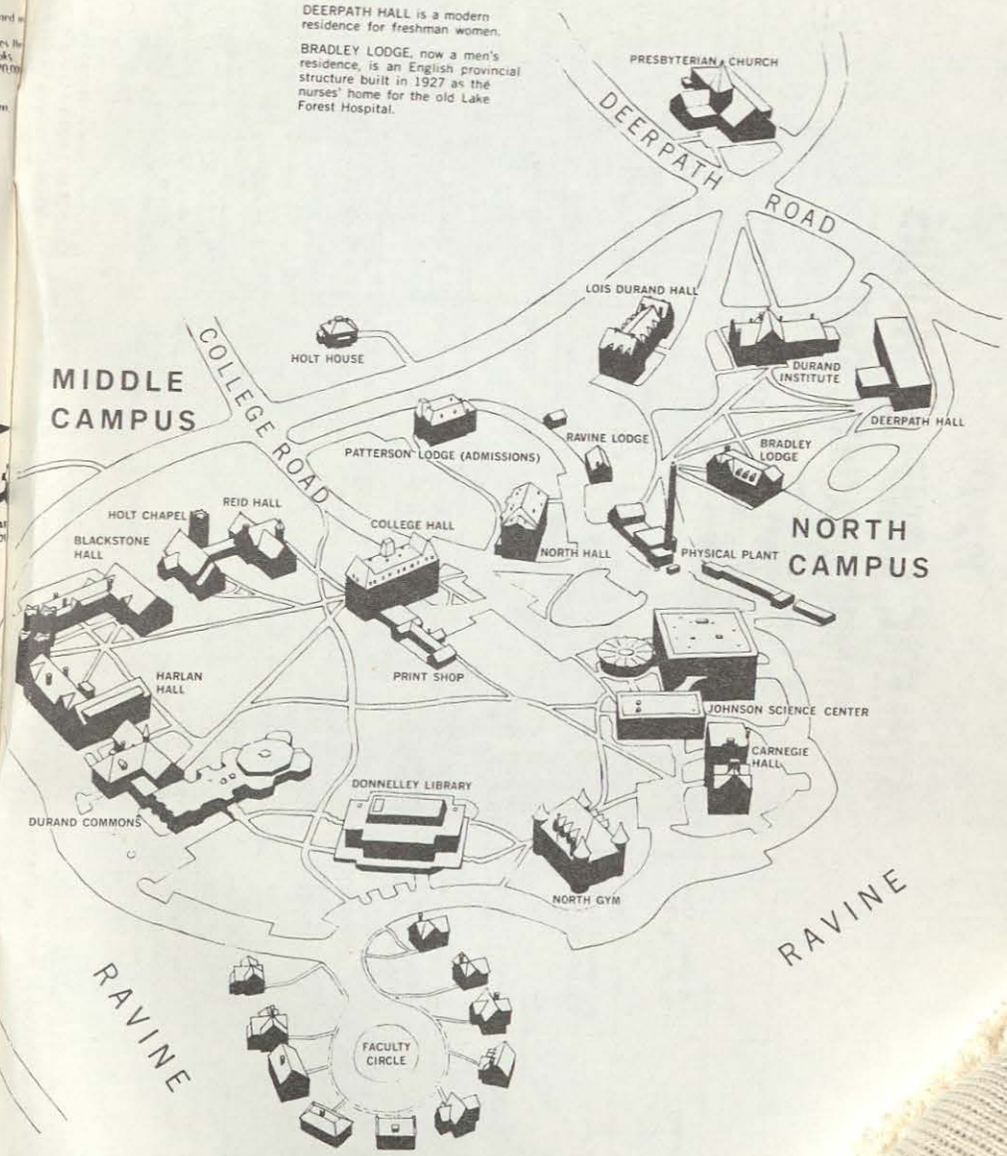
LOIS DURAND HALL, a women's residence, was built in 1898 to honor the mother of Henry Clay Durand.

DURAND INSTITUTE
This distinctive building, a gift of Mr. Durand, was constructed in 1891 as an art institute for the College and the North Shore area.

DEERPATH HALL is a modern residence for freshman women.

BRADLEY LODGE, now a men's residence, is an English provincial structure built in 1927 as the nurses' home for the old Lake Forest Hospital.





1978/79
ATHLETIC COMPLEX HOURS
STUDENTS, FACULTY, STAFF

	Gymnasium	Swimming	Handball & Squash Courts	Weight Room	Sauna	Ice Rink
Monday	8:30 am–11:30 am 1:30 pm–10:30 pm	11:30 am–1:30 pm 8:00 pm–10:30 pm	1:30 pm–10:30 pm	8:30 am–10:30 pm	8:30 am–10:30 pm	10:30 am–12:30 pm–Free Skate 12:30 pm–1:45 pm–Free play Hockey
Tuesday	8:30 am–11:30 am 1:30 pm–10:30 pm	11:30 am–1:30 pm No Evening Hours	1:30 pm–5:30 pm 9:30 pm-10:30 pm	8:30 am–10:30 pm	8:30 am–10:30 pm	10:30 am–12:30 pm–Free Skate 12:30 pm–1:45 pm–Free play Hockey
Wednesday	8:30 am–11:30 am 1:30 pm–10:30 pm	11:30 am–1:30 pm 8:00 pm–10:30 pm	1:30 pm–10:30 pm	8:30 am–10:30 pm	8:30 am–10:30 pm	10:30 am–12:30 pm–Free Skate 12:30 pm–1:45 pm–Free play Hockey
Thursday	8:30 am–11:30 am 1:30 pm–10:30 pm	11:30 am–1:30 pm 8:00 pm–10:30 pm	1:30 pm–5:30 pm 9:30 pm–10:30 pm	8:30 am–10:30 pm	8:30 am–10:30 pm	10:30 am–12:30 pm–Free Skate 12:30 pm–1:45 pm–Free play Hockey
Friday	8:30 am–11:30 am 1:30 pm–10:30 pm	12:00 pm–1:30 pm 8:00 pm–10:30 pm	1:30 pm–10:30 pm	8:30 am–10:30 pm	8:30 am–10:30 pm	No Ice Time Available
Saturday	8:00 am–6:30 pm	1:30 pm–6:30 pm	1:30 pm-6:30 pm	8:00 am–6:30 pm	8:00 am–6:30 pm	No Ice Time Available
Sunday	Fall & Spring 8:00 am–6:30 pm Winter 8:00 am–9:30 pm	Fall & Spring 1:30 pm–6:30 pm Winter 1:30 pm–9:30 pm	Fall & Spring 12:30 pm–6:30 pm Winter 12:30 pm–9:30 pm	Fall & Spring 8:00 am–6:30 pm Winter 8:00 am–9:30 pm	Fall & Spring 8:00 am–6:30 pm Winter 8:00 am-9:30 pm	1:00 pm–2:30 pm–Students, Faculty, Staff

There will be exceptions to these hours relating to varsity practices, intramurals, special events, and physical education classes.

Any court times not reserved by PRIME TIME or NORTH SHORE LEAGUE by 11:00 am Mon.-Fri. or 8:00 am Saturday and Sunday are available to students, faculty and staff.

EMERGENCY NUMBERS

Fire	234-2121	Campus Security	234-3100, ext. 300
Ambulance	234-2121	Health Service	234-3100, ext. 502
Police	234-2131		
Lake Forest Hospital	234-5600		

COLLEGE HOURS (Weekdays, September – Commencement)

Administrative Offices: 8:30 a.m. – 12:00 p.m., 1:00 p.m. – 5:00 p.m.
Book Store: Mon. – Tues. 8:00 a.m. – 7:00 p.m.
Wed. – Fri. 8:00 a.m. – 4:00 p.m.
Cashier: 8:30 a.m. – 12:30 p.m., 1:00 p.m. – 4:00 p.m.
Health Service: 8:30 a.m. – 4:30 p.m.
Libraries: Donnelley Science
Mon. – Thur. 8:00 a.m. – midnight Mon. – Thur. 8:30 a.m. – 11:00 p.m.
Fri. 8:00 a.m. – 10:00 p.m. Fri. – Sat. 8:30 a.m. – 5:00 p.m.
Sat. 8:30 a.m. – 10:00 p.m. Sun. 11:00 a.m. – 1:00 p.m.
Sun. 10:00 a.m. – midnight

FOOD SERVICE HOURS

Dining Hall
Mon. – Fri.
breakfast (regular) 7:30 a.m. – 8:30 a.m.
(continental) 8:30 a.m. – 9:00 a.m.
lunch 11:00 a.m. – 1:30 p.m.
dinner 5:00 p.m. – 6:00 p.m.
Sun.
continental breakfast 9:00 a.m. – 10:00 a.m.
brunch 11:00 a.m. – 3:00 p.m.

Sat.
8:00 a.m. – 9:30 a.m.
11:00 a.m. – 1:30 p.m.
5:00 p.m. – 6:00 p.m.

Snack Bar
Mon. – Fri.
8:00 a.m. – 10:00 p.m.
Sat.
closed
Sun.
4:00 p.m. – 10:00 p.m.